



## HRSICNOTE 1000

**HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000**

Subj: CH-3 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

1. **PURPOSE.** This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
3. **SUMMARY.** The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

PCS Transfer Process, pages 2-A-2 and 2-A-5: Updated stage 4 of the PCS transfer process to include the use of the new Departing TAD or PCS/TEMUINS To "A" School Worksheet (CG-HRSIC 2001) if applicable. Added DEERS update requirement for address change upon PCS to PCS Reporting Checklist.

Purpose of TAD Order, page 2-B-2: Added a note to the Purpose of a TAD order to use the new Departing TAD or PCS/TEMUINS To "A" School Worksheet (CG-HRSIC 2001) for members going TAD to class "A" School.

Active Duty For Training, section 2-C: Expanded "How to Process an ADT Order" section. Added "Amendments to ADT Orders" page. Removed ADT Checklist.

Transfer of Personnel, section 2-D: Added new section to chapter 2 entitled "Active Duty Other Than Training - ADOT." This new section focuses on ADSW-AC (formerly TEMAC) procedures to follow in projecting costs, document ID's, Accounting Data and processing ADSW-AC orders.

Separation Processing, pages 3-B-5, 7, 20 and Enclosure 4: Added requirement for PERSRU to prepare DD-214, SDAII transactions and separation letter(s). Gave samples of letters in Enclosure (4).

Checklist for Separations, pages 3-B-18 through 3-B-19: Added ALCOAST 091/98 reference for predischarge interview action. Prescribed use of CG-3698A, Assignment Data to request assignment to a unit as a reservist following RELAD, vice using form CG-5525, Coast Guard Reserve Assignment Request and Orders which is discontinued.

E-mail Addresses, pages 3-B-5 through 3-B-12; 3-B-19; 8-A-5; 10-A-11 and Enclosure 11: Changes have been made to update HRSIC E-mail address(s), to SWSIII format. SWSII users should also use these addresses but route via there designated center utilizing the world wide web.

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Separations, pages 3-B-1 through 3-B-27: Removed the words “Expedited Separations” from Topic Chart, item 4 on page 3-B-1. Removed Page 3-B-17, sample E-mail for disability retirement, and combined information with Exhibit 3-B-1. Increased submission time to 60 days vice 45 days for CG-HRSIC-2045, Career Intentions Worksheet. Added HRSIC (SES/HRSIC) to distribution on message request for cancellation of document numbers and accounting data.

Reserve Retirement Separations, pages 3-B-26 through 3-B-28: New section added to explain procedures for Reserve Retirements.

Checklist for Reenlistment or Extension, Page 3-C-4: Changed wording on When/Then table to clarify initial SRB installment payment period.

Servicemembers Group Life Insurance (SGLI), Pages 5-A-7 to 5-A-14: Added note to Reserve members coverage awaiting retired pay. Modified wording to emphasize importance of having a witness signature.

Family Member Dental Plan, Page 5-B-7: Added option to fax DD-2492-1. Updated mailing address and provided fax number.

Defense Enrollment Eligibility Reporting System (DEERS) Page 5-B-17 to 5-B-18: Added new requirement that members must update their residential address within 30 days of a move such as PCS or any other change in residence.

Annual Verification of CG-4170A, Page 5-C-2: Updated procedures on the annual verification of the CG-4170A. Units should use the members unit PDR copy of the CG-4170A for annual verification.

Requesting Statements of Creditable Service, Pages 5-C-3 to 5-C-4: Moved the last part of Stage 2 to the last part of Stage 1.

Security Clearances, Page 5-C-7: COMDTIST M5520.12 has been replaced by COMDTINST M5520.12A. CG-5588 and SF-312 replaced CG-5274 as the forms to be attached to the Certificate of Clearance.

Leave Carried Over In Excess of 60 Days, Page 5-D-4: Added submission deadline date for letter requesting to carry over leave in excess of 60 days.

Reporting Change in Mailing Address, Page 5-D-11, 5-D-13: Removed form CG-HRSIC-2055 as an option for change in mailing address. Form is discontinued. Expanded “disposition” information and added PERSRU action to 5-D-11. Prescribed use of CG-3698A vice CG-HRSIC-2055 for requesting reserve reassignment.

Payment of Mobile Unit Personnel, Page 6-C-6 to 6-C-7: Added Pacific Area Fleet Training Group to the list of units eligible for continual CSEAPAY. Reworded the Subsistence Allowance paragraph to indicate that continual BAS or SEPRATS are authorized for Mobile Unit Personnel who are TAD aboard a government vessel.

Payment of Inactive Duty Reservists, section 6-D-1 through 6-D-20: Clarified IDT prerequisites. Expanded the IDT Process table to give more detailed instructions for each stage. Provided sample drill orders and amendments to orders. Clarified UAR procedures and provided a sample IDT Certification Sheet.

Change Income Tax Withholding Status for Puerto Rico, Page 8-B-7: If a member claims Puerto Rico as their state of legal residence and is assigned duty in the U.S., Federal income tax is withheld. If the member is assigned duty outside the U.S., Puerto Rico State income tax is withheld. This withholding agreement was effective 1 January 1998. Withholding for Puerto Rico State Tax began 1 April 1998.

Information about the W-2 Form and How To Request A Duplicate Or Corrected W-2 Form, Pages 8-B-12 through 8-B-14: Minor grammatical changes on 8-B-12 and 8-B-13. Page 8-B-14 changed to clarify information about block 15 on W-2 and procedures for requesting a replacement W-2 Form.

How to complete Enlisted Performance Evaluation Forms, Page 10-A-9, Step 7: Use of the “Progressing” and “Performance Qualifications Completed” ovals have been discontinued as per ALDIST 189/98.

Forms and Worksheets Enclosure (1):

- Updated the CG-HRSIC-1160, Centralized First Term Reenlistment Review (CFTRR) Application. Added reference line below the “No” box in block 12.
- Updated the CG-HRSIC-2000, PCS Departing Worksheet, added JFTR References in the travel advances section on the reverse side and reworded the DLA section to clarify members entitlement to advances of DLA. Added “Caution” block in member section. Added “Member Initials” and statement of understanding in signature block section.
- Created CG-HRSIC-2001, Departing TAD or PCS/TEM DUINS to “A” School Workseet..
- Updated the CG-HRSIC-2020, Dependency Worksheet, by adding an \* to the reverse side of form in the “Documentation to be submitted” column for adopted child and child placed for adoption.
- Updated the CG-HRSIC-2025, BAH/Housing Worksheet, Privacy Act Statement to include Authority and Disclosure statements.
- Updated CG-HRSIC-2030, Career Development Worksheet, to allow room for signature under Command Approval block on bottom of page.
- Updated CG-HRSIC-2045, Career Intentions Worksheet, as follows:
  - a. The Extension/Reenlistment Section reworded to show Effective Date Of Extension/Reenlistment vice Effective Date only and the reason for requesting an extension or reenlistment.
  - b. The Final Mailing Address section was reworded to state that the final mailing address is the location where the W-2 form will be sent the following year.
  - c. A block entitled “For Retirement Only” was added to record if member intends to utilize a retirement processing station, 10 days permissive temporary duty for retirement area familiarization and/or terminal leave, and dates for each.
  - b. The Command Approval block has been enlarged to allow for signature.
- Deleted CG-HRSIC-2055, Reserve Information Worksheet. All functions on the form, with exception of transfer request, may be accomplished via E-mail, LES pen and ink correction submission or submission of course completion letters and transcripts. Transfer requests will be completed via CG-3698A, Assignment Data Form.
- Created CH-HRSIC-2055A, Reserve Retirement Transfer Request. This optional form may be used by a reservist to request retirement vice using a letter request.
- Updated CG-HRSIC-2070, Tad Travel Request/Authorization Worksheet. Added E, F, and G to page 2 in the PERSRU section of the worksheet.

Standard Separation Letters Enclosure (4): Updated members and spouses’ letters to add the eligibility to disenroll from SBP coverage between the members second and third retirement years. Created letters for: Member Due Money, Member Owes Money, Info Regarding ACDU Separation Status, and RELAD.

School Codes Contents Enclosure (8): Added new school codes to the list.

State/Foreign Country Abbreviations Enclosure (9): Added Ukraine to the list of foreign countries.

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Award Codes Enclosure (10): Added new award, Army Professional.

Comment Form, Enclosure (11): Updated HRSIC (PRC) E-mail address on form.

Retirement Package, Appendix A: Removed punctuation from address to comply with postal standards. Changed Commandant (G-PMP) to (G-WPM) in Section V, paragraph 6 of form CG-HRSIC-4700.

Instructions for the DD-1172, Appendix B: Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, DOD Instruction 1000.13 dated 30 December 1992 is canceled and replaced with an updated version dated 5 December 1997.

Computation of Service, Appendix C: Clarified computation of creditable sea service when leave is taken in conjunction with TAD from a career sea pay eligible vessel.

Index: Added Reserve Dental Plan and Reserve Retirements to index.

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4. **PROCEDURE.** Remove and insert the following pages:

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5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “PUBS/HRSIC” or by returning the comment form on Enclosure (11) of this manual.

R. J. WILLIAMSON

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## Chapter Overview

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**Introduction**      The objective of this chapter is to provide a concise, user friendly job aid for transferring a member. This chapter provides checklists, guides, and information required to complete this task.

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## Section Overview

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**Introduction**      This section will guide you through the Permanent Change of Station (PCS) process.

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## The PCS Transfer Process

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**Introduction**      The transfer process depends on communication between many participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

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**Process**            This is the process.

Stage	Who does it	What Happens
1	Member	Prepares CG-3698A
2	Issuing Authority	Issues transfer order (e.g. CGPC ETO)
3*	PERSRU	Notifies unit when order is received
4*	Member/Unit	<ul style="list-style-type: none"><li>• Completes PCS Departing Worksheet (CG HRSIC-2000) or Departing TAD or PCS/TEM DUINS To “A” School Worksheet (CG-HRSIC 2001) and forwards to PERSRU</li><li>• Schedules appointment with servicing Transportation Officer (TOPS site) to arrange shipment of HHG</li></ul>
5*	PERSRU	Prepares SDA II PCS Departing Transactions (CG-5131)
6*	PAO/HRSIC (TVL)	If requested, will process travel advances (preferably by facsimile)
7*	TO (TOPS site)	Counsels member and arranges shipment of HHG
8*	Unit	Endorses order upon departure
9*	PERSRU	Completes SDA II PCS Departing Transactions
10	Member	Reports to new unit, prepares <ul style="list-style-type: none"><li>• Travel claim DD-1351-2 (for self and dependents)</li><li>• PCS Reporting Worksheet (CG HRSIC-2005)</li><li>• BAH/Housing Worksheet (CG HRSIC-2025)</li></ul>
11	New Unit	<ul style="list-style-type: none"><li>• Endorses order with date and time reported and messing status (e.g. BAS, SEPRATS, RIK)</li><li>• reviews travel claim(s), and forwards to HRSIC (TVL) with original order</li><li>• forwards worksheets to PERSRU with a copy of the endorsed order</li></ul>
12	PERSRU	Completes SDA II PCS Reporting Transactions
13	HRSIC (TVL)	Processes travel claim(s)
14	Member	Prepares CG-3698A

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\*The PERSRU and unit are to build a relationship that ensures these procedures are completed using the most expeditious means possible.

**Section A**  
**PERMANENT CHANGE OF STATION**

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## PCS Reporting Checklist

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**Introduction**      This checklist has been provided as a job aid to assist the unit and PERSRU in completing all necessary tasks for reporting in from PCS. This job aid is designed to be reproduced locally.

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**Reporting  
checklist**      Action upon member reporting

Step	Action	Reference	Date
1	Endorse order	2-A-2 PPPM	
2	Verify member's entitlement to FSH and/or FSA-R, and BAH allowances	3-F PAYMAN	
3	Complete PCS Reporting and BAH/Housing Worksheets and forward to PERSRU with copy of endorsed order <ul style="list-style-type: none"><li>• Ensure member supplies mailing address so PERSRU can update block 22 of LES</li></ul>	Enclosure (1) PPPM	
4	Update address in DEERS if a residential move occurred.	5-B-17 PPPM	
5	If applicable, ensure member completes Allotment and Bond Worksheets so addresses for allotments and bonds can be updated	Enclosure (1) PPPM	
6	Ensure member completes travel claim for self and dependents, if applicable	Appendix (E) PPPM	
7	Ensure supervisor reviews travel claim and initials block 16 within 2 working days	Appendix (E) PPPM	
8	Ensure the travel claim and original order are forwarded to HRSIC (TVL) for processing	Appendix (E) PPPM	
9	Update Personnel Security Record (CG-5274) and conduct arrival briefing	PERSEC	
10	Ensure member submits a new Assignment Data form (CG-3698A) within 6 months	5-D-11 PPPM	
11	If applicable, ensure Government Travel Charge Card account was transferred from old PDS	Charge Card Instruction	
12	Ensure member has a valid ID card	5-D-4 PPPM	
13	Ensure a performance evaluation was completed by the previous unit within 92 days of detachment	10-B-5 PERSMAN	
14	Complete a new CG-4170A	5-A-2 PPPM	
15	Review PDR	PDR Instruction	

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Section A  
PERMANENT CHANGE OF STATION

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## Overseas Transfer Checklist

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**Introduction**      This checklist has been provided as a job aid to be used when a member receives an order for overseas. It is designed to be reproduced locally and should be used along with the PCS Departing Checklist

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Step	Action	Reference	Date
1	Ensure that message concerning overseas transfer with list of screening questions is received from the overseas command to which the member is ordered.	4-H-4 PERSMAN	
2	Interview member and/or dependents for suitability within 10 days of receipt of transfer order. Use the “ <b>Command Checklist for Overseas Screening</b> ”, <b>Exhibit 4-H-2 of the PERSMAN</b> and the list of screening questions sent by the overseas command to complete the interview.	4-H-2 PERSMAN	
3	Ensure the servicing PERSRU supervisor has verified for completeness and signed the “ <b>Command Checklist for Overseas Screening</b> ”, <b>Exhibit 4-H-2 of the PERSMAN</b> .	Upcoming Change to PERSMAN	
4	Ensure the member <u>and dependents</u> are medically qualified for overseas transfer. The member must have an approved overseas physical including immunizations and any essential dental treatment completed within the last 6 months.	4-H-3 PERSMAN 3-A-7 MEDMAN	
5	Ensure member and dependents <ul style="list-style-type: none"><li>• have valid ID cards</li><li>• have International Certificates of Vaccination PHS-731 (if required)</li><li>• are provided with detailed information concerning tour length and have elected an appropriate tour</li><li>• are counseled regarding overseas station allowances when member is assigned to a restricted area and dependents reside in an area outside the U.S.</li></ul>	4-H-7 PERSMAN	
5	Ensure that the member has made arrangements for passports if required.	Passports Instruction	
6	Ensure member, if in pay grade E-2 thru E-6, has a valid drivers license.	4-H-7.d PERSMAN	
7	Send request for entry approval message to overseas command. <b>Note:</b> Need to ensure that the overseas command has received a copy of the Command Checklist for Overseas Screening prior to requesting approval.	4-H-9.a PERSMAN	

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## **Section Overview**

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**Introduction**      This section will guide you through the procedures needed when a member requires an order for Temporary Additional Duty (TAD).

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## The TAD Order

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### Purpose of a TAD Order

A temporary additional duty (or TAD) order is used to direct a member or members to go from the permanent duty station to another location (or locations), to perform duty temporarily at the location(s), and to return to the permanent duty station upon completion.

**Note:** Use the Departing TAD or PCS/TEM DUINS To “A” School Worksheet (CG-HRSIC 2001) in enclosure (1) of this manual for member’s going TAD to class “A” school.

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### Requirements for a TAD Order

The written TAD order is a document that meets several practical requirements while it satisfies a mandated administrative requirement. The order provides:

- Information to the traveler(s) about the duty to be performed,
  - Information to the personnel or activities that provide support or services to the traveler(s), (e.g., Travel Management Centers, Imprest Fund cashiers, Transportation Officer, etc.) as to what support is authorized for the traveler(s),
  - Information to the voucher examiner that enables proper payments to be made for travel expenses,
  - Information to the accounting system to enable correct accounting for funds,
  - Information to the command itself as to the activities of assigned personnel and the expenditure of funds, and
  - Meets the statutory regulation requirement that a written order be prepared which documents the travel intentions of the command ordering the travel.
- 

### Rationale

In order for this single document to satisfy these several requirements, there are a number of information elements that must be included on the order. There is a primary goal attached to the manner in which the information is provided. That goal is:

- **The information must be presented in a way that is understood by all and that minimizes differences in interpretation by different personnel or activities.**
- 

*Continued on next page*

## Section Overview

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### Introduction

Active Duty for Training (ADT) includes:

- Active Duty for Training for Annual Training (ADT-AT)
- Initial Active Duty for Training (IADT)
- Active Duty for Training - Other Training Duty (ADT-OTD)

ADT is a tour of Active Duty that is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces during war or national emergency and such other times as national security requires. Section 3-A of the Reserve Policy Manual, COMDTINST M1001.28 defines these duty types in detail. This section will focus on the procedures and processes governing ADT.

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### In this section

Topic	See Page
The ADT Process	2-C-2
Amendments to ADT Orders	2-C-5
Disability Processing	2-C-6
Preparation of Annual Screening Questionnaire	2-C-8

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## The ADT Process

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### ADT order processing

This table describes the stages of ADT order processing.

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### Reference

- (a) COMDTINST M1001.28, Reserve Policy Manual  
(b) HRSICINST 5231.2, SDAII User Manual

Stage	Who does it	When	What happens
1	Member & Supervisor	At least 45 working days prior to the date of ADT	<ul style="list-style-type: none"><li>• Discuss desired consecutive/non-consecutive duty dates.</li><li>• Ensure the member understands the restrictions on retirement point credits under sections 3-B-5.b, 3-B-5.c and 8-C-9.f of reference (a), i.e., that for <u>satisfactory participation purposes</u>, ADT can be credited to a prior or future anniversary year if performed within 120 days before or after the member's anniversary date. However, <u>for retirement purposes</u>, all duty performed is creditable on the actual day it is performed and the member must earn 50 points during the <u>actual</u> anniversary year.</li></ul>
2	Member	At least 45 working days prior to date of ADT	<ul style="list-style-type: none"><li>• Complete the Request for ADT Orders, CG-3453 (Rev 7/98).</li><li>• Forward request to unit using email/fax/mail.</li></ul>
3	Unit	Within 5 days of receipt of request	<ul style="list-style-type: none"><li>• Endorse CG-3453 and forward to PERSRU, or to ISC (PF) if member is requesting resident training ADT of over 12 days, or ADOT.</li><li>• If the member will be entitled to special duty assignment pay (SDAP) during ADT, record entitlement in block 23 of the CG-3453.</li><li>• Ensure the member has a security clearance if required while on ADT.</li><li>• If ADT is over 90 days, forward Medical/Unit PDR to ADT site.</li></ul>

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*Continued on next page*

**Section C**  
**ACTIVE DUTY FOR TRAINING**

## The ADT Process (continued)

4	PERSRU	Within 2 days of receipt of an approved request	<ul style="list-style-type: none"><li>• Complete ADT travel order (CG-5131). For consecutive ADT, generate accompanying R990 transaction IAW 2-B of reference (b).</li><li>• Attach to CG-5131, a blank Non-Consecutive Active Duty Endorsement Sheet, CG-5131A, if non-consecutive duty is authorized.</li><li>• Complete P607 transaction if the member is entitled to SDAP or COLA while on ADT.</li><li>• Maintain approved request and copy of orders in PERSRU files and PDR for 1 year.</li><li>• Mail original CG-5131/CG 5131A to member with copies to the members unit, the unit where the ADT will be performed, and servicing ISC (PF).</li></ul>
5	Member	As directed by orders	Report to ADT site
6	ADT site	Member reports for ADT	Notify PERSRU if member deviates from orders by reporting at a different time or fails to report.
7	ADT site	Member completes ADT	<ul style="list-style-type: none"><li>• Endorse CG-5131 or CG-5131A to show:<ul style="list-style-type: none"><li>(1) date and time member reported and departed, and;</li><li>(2) availability of Gov't qtrs/mess.</li></ul></li><li>• Fax copy of endorsed CG-5131 (and CG-5131A for non-consecutive duty) to member's home PERSRU same day.</li><li>• Complete a performance evaluation and forward it to the members permanent unit.</li></ul>
8	PERSRU	Within 2 days of receipt of endorsed CG-5131 /CG-5131A	<ul style="list-style-type: none"><li>• For consecutive ADT, if necessary, submits corrected action R990 IAW section 2-B of reference (b).</li><li>• For non-consecutive ADT, completes action code R990 IAW section 2-B of reference (b).</li><li>• Submit R991 and R975 if ADT was over 29 days.</li><li>• Submit a P625 transaction to stop SDAP/COLA if appropriate.</li></ul>

*Continued on next page*

## The ADT Process (continued)

**Section C**  
**ACTIVE DUTY FOR TRAINING**

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9	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original CG-5131.
10	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to HRSIC (TVL) for processing.
11	HRSIC (TVL)	Upon receipt of voucher	Process travel voucher for payment of travel entitlements.

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## Amendments to ADT Orders

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### When orders can be amended

Orders can be amended after the fact to document verbal authority given during the ADT travel period when unforeseen requirements emerge that require the member to incur costs not originally anticipated.

Travelers seek modifications or changes to their orders through the Order Issuing official who directed and funded the travel. The form of the amendment should identify the:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change

This information should be attached (memo, letterhead, or handwritten note) to the original travel order

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### Situations when amendments are not authorized

There are some provisions that, if not authorized in the order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

**Example:** An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

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### Amendments cannot be used to deny an entitlement

**UNDER NO CIRCUMSTANCES CAN AN ORDER BE AMENDED AFTER THE FACT TO DENY A TRAVEL ENTITLEMENT CONTAINED IN THE ORDER**

**Example:** An order can't be amended after the fact to "unauthorize" a rental car authorized by the order in order to deny payment to the traveler

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## Disability Processing

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**Introduction**      Disability processing applies to reservists who incur or aggravate an injury, illness, or disease in the line of duty while performing ADT.

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**References**

- Reserve Policy Manual, Section 7-E
- CG Pay Manual, Chapter 12, Reserve Pay and Allowances

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**Process**      Below are the stages of disability processing.

Stage	Who does it	What happens
1	Member	Becomes disabled
2	Member/CO	Ensures a medical exam by proper authorities is completed
3	CO	Issues line-of-duty determination
4	CO	Obtains medical documentation
5	CO	Notifies District Commander
6	District	Issues Notice of Eligibility (NOE)
7	District	Convenes initial medical board for extension prognosis
8	District	Coordinates payments procedure with HRSIC (SES)
9	District	Approves/disapproves waiver requests
10	District	Terminates NOE

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*Continued on next page*

## Section Overview

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### Introduction

Active Duty Other Than Training (ADOT) includes:

- Involuntary Active Duty
- Voluntary Active Duty for Emergency Operations
- **Active Duty for Special Work (ADSW)**

This section will focus on the procedures and processes governing ADSW-AC, (formerly TEMAC). This duty may be performed by reservists in the Selected Reserve, Individual Ready Reserve (IRR) or the Standby Reserve (Active Status). Note: IRR and Standby Reserve include those referred to as Active Status Pool (ASP).

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### References

Reserve Policy Manual, COMDTINST M1001.28  
ALDIST 183/96  
COMDTINST 1330.1 (series).

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### In this section

Topic	See Page
Projecting costs of ADSW-AC Orders	2-D-2
Document ID's (TONO) for ADSW-AC Orders	2-D-3
Accounting Line Data for ADSW-AC Orders	2-D-4
How to Process an ADSW-AC Order	2-D-6

## Projecting cost of ADSW-AC Orders

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**Introduction** All ADSW-AC costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) entitlements (when applicable) are normally the responsibility of the commands using ADSW-AC. Commands using long-term ADSW-AC should keep in mind that personnel assigned to a unit for over 20 weeks are entitled to PCS entitlements. Assignments cannot exceed 360 days and cannot cross fiscal years.

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**References** Personnel Manual, COMDTINST M1000.6A, Art 4.G, 7.A.19-20  
Pay Manual, COMDTINST M7220.29, Chapter 12  
Joint Federal Travel Regulations (JFTR) , U7G

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**Estimating total Cost** The Benefiting Unit shall determine the cost of Pay and Allowances, FICA and Travel and record it in Section III (Document ID and Accounting DATA) of form CG-3453 (Rev. 7/98) . If the period of ADSW-AC covers a portion of, rather than a full 15 day pay period, (ie: 25-30 June vice 16-30 June), compute the pay and allowances for the partial period by dividing a full month's entitlement by 30 days then multiply that daily amount by the number of days. Compute total cost taking the following into account:

**Pay and Allowances**

- Base Pay (including longevity increases)
- BAH/OHA
- Subsistence (actual days)
- FSA (if period of ADSW-AC is over 30 days refer to page 7-B-3)
- CONUS COLA or COLA
- Leave to be earned and sold
- Any other station allowances

**FICA**

- Multiply .0765 x one months base pay. This amount is reduced from the base pay accounting line and added to the FICA accounting line.

**Travel Entitlements**

- Travel costs to and from the ADSW-AC site
- Per diem for travel days

Note: Travel Entitlements are not payable if ADSW-AC site is within the geographical limits of the members' home.

## Document ID's (TONO) for ADSW-AC Orders

**Introduction**      The Benefiting Unit shall provide three separate Document ID's in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders. The DOC Type 72 is used to pay the member in PMIS/JUMPS. The DOC Type 11/12/13 is used to pay the member for travel in IATS.

**References**      FINCEN SOP, FINCENSTFINST M7000.1, Chapter 5

**Document Number Examples**

- 11/99/29/9/8/16/001/000 (for TVL)
- 72/99/29/9/8/16/001/000 (for P&A)
- 72/99/29/9/8/16/001/001 (for FICA)

**DOC ID TABLE**      This table gives guidance on each part of the document number.

Field	Function
<b>11 - Document Type</b>	Use DOC type 11 for all Reserve Travel Orders with a consecutive duration under 20 weeks. Use 13 for non-consecutive duty under 20 weeks. Use 12 for PCS Travel Orders (duty over 20 weeks). Use 72 for Pay and Allowances and FICA.
<b>99 - FY Funded</b>	Last two digits of the FY in which the transaction will be funded.
<b>29 - Procurement Site Code</b>	"29" represents the Eighth District Office. A listing is found in Appendix H to the FINCEN SOP. This number should remain constant for each office.
<b>9 - FY Contract Originated</b>	Last digit of the fiscal year of the initial document.
<b>8 - Region</b>	Region/district from Appendix A, FINCEN SOP. "8" stands for Eighth District.
<b>16 - Program Element (PE)</b>	For most units, this field will be constant. Those units that have several program elements or other than normal 2-digit PE's should use a master 2-digit PE assigned by their Budget Office for document numbering purposes. For reserve orders use only the first two characters of the Accounting Line Program Element.
<b>001 - Document Sequence</b>	Assigned by the unit for each expenditure of funds.
<b>000 - Suffix</b>	Subdivision within an expenditure. For ADSW-AC Orders, use 000 for Travel and Pay & Allowances, and 001 for FICA Entries.



## Accounting Line Data for ADSW-AC Orders

**Introduction** The Benefiting Unit shall provide three separate Accounting Lines in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders.

**References** FINCEN SOP, FINCENSTFINST M7000.1, Chapter 4

**Accounting Line Data:**

- 2/8/901/108/30/0/16xx/12345/2100 (Travel)
- 2/8/901/108/30/0/16xx/12345/117K (P&A)
- 2/8/901/108/30/0/16xx/12345/122R (FICA)

**Accounting Line Table** This table gives guidance on each part of the document number.

Field	Function
<b>2 - Agency Code</b>	Indicates the Coast Guard. It will always be "2".
<b>8 - Region/District Code</b>	Normally constant for a particular unit. Example: 8 for Eighth District, F for FINCEN.
<b>901 - Appropriation Code</b>	Last digit of the fiscal year. (9=1999). Remaining digits are the appropriation account. For ADSW-AC use "01" .
<b>108 - Appropriation Limitation Code (ALC)</b>	First digit is type of funding, direct or indirect. Use "1, 2, 3 or 8" as per Appendix C of reference (a) for Reserve Orders. 1=Direct Funds, 2=Direct Funds (pickup accounts), 3=Direct Funds (HQ Refund Program), and 8=Reimbursable Funds. Second two digits is Administrative Target Unit (ATU): 01 for First Coast Guard District, 07 for Seventh Coast Guard District, 36 for FINCEN, etc. Some ATU's have four digits such as LANTAREA which is 2032.
<b>30 - Allotment Fund Control Code (AFC)</b>	Most units and staff elements will use a constant 30 in this field. Day to day CG operations are generally funded through AFC 30.
<b>0 - Allotment Level Indicator Code (ALIC)</b>	This field will always be 0.
<b>16 - Program Element (PE)</b>	This is the "source of funds" for a procurement. Up to six positions may be used for projects in other appropriations. Some large units have multiple Program Elements. For most units, this field will be constant.

*Continued on next page*

**Section D**  
**ACTIVE DUTY OTHER THAN TRAINING**

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## **Accounting Line Data for ADSW-AC Orders (cont.)**

<b>12345 - Cost Center</b>	<ul style="list-style-type: none"><li>• Normally the benefiting units OPFAC.</li></ul>
<b>117K - DOT Standard Object Class</b>	<ul style="list-style-type: none"><li>• 117J - Commissioned &amp; Warrant Officers Pay &amp; Allowances</li><li>• 117K - Enlisted members Pay &amp; Allowances</li><li>• 122O - FICA Tax - Officers</li><li>• 122R - FICA Tax - Enlisted</li><li>• 2100 - General Operational Travel. The travel object class may vary. See FINCEN SOP, Appendix F, 2100 series for a complete listing of travel related object class codes.</li></ul>

## How to Process an ADSW-AC Order

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**Introduction**      The below stages shall be followed in the ADSW-AC Order Process

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**References**      Reserve Policy Manual, COMDTINST M1001.28, Art. 3-D-12  
Medical Manual, COMDTINST M6000.1B, Art 3.A.7.j.(1)

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**ADSW-AC**      This table describes the stages of ADSW-AC order process.  
**Order Processing**

Stage	Who does it	When	What happens
1	Member	at least 45 working days prior to date of ADSW-AC	<ul style="list-style-type: none"><li>• Complete Section I of Request For Reserve Orders, (CG-3453, Rev. 7/98) and submit to benefiting unit, via permanent unit and ISC (PF)/fot.</li></ul>
2	Permanent Unit	upon receipt of request	<ul style="list-style-type: none"><li>• Ensure member has an approved physical in the Health Record or recorded on the PDIF</li><li>• Complete Section II of Request For Reserve Orders, CG-3453 (Rev. 7/98) , and forward to ISC(pf)/fot for approval.</li></ul>
3	ISC(pf)/fot	upon receipt of request	<ul style="list-style-type: none"><li>• Complete Section IV of Request For Reserve Orders, CG-3453 (Rev. 7/98) , and forward to benefiting unit.</li></ul>
4	Benefiting Unit	upon receipt of request and following approval from ISC(pf)/fot	<ul style="list-style-type: none"><li>• Complete Section III of the Request For Reserve Orders, CG-3453 (Rev. 7/98) , and forward to PERSRU, copy to member.</li></ul>

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*Continued on next page*

## How to Process an ADSW-AC Order (cont.)

5	PERSRU	upon receipt of an approved request verify:	<ul style="list-style-type: none"> <li>• Obligated service to cover the ADSW-AC period</li> <li>• Verify direct deposit</li> <li>• Complete and deliver orders (CG-5131) to member, copy to Funds Manager, Benefiting Unit and COMDT (G-WR-1)</li> <li>• If ADSW-AC period is over 60 days, forward the PERSRU PDR and members electronic file to the servicing PERSRU of the benefiting unit.</li> </ul>
6	Member	as directed by orders	<ul style="list-style-type: none"> <li>• Obtain new I.D. card at nearest issuing unit if ADSW-AC is over 30 days</li> <li>• Report to ADSW-AC site for duty</li> </ul>
7	Benefiting Unit	member reports	<p>Endorse CG-5131, notify member's home PERSRU of:</p> <ul style="list-style-type: none"> <li>• date and time member reported</li> <li>• availability of GOV'T QTRS/MESS</li> <li>• date and time member is to depart</li> </ul> <p>Copy of endorsed CG-5131 to member's home PERSRU.</p> <p>If duty is non-consecutive complete CG-5131A, "Non-Consecutive Active Duty Endorsement Sheet", following instructions on the form.</p>
8	PERSRU	notified by ADSW-AC site of member's arrival	Process CG-5131 for payment (submit PMIS/JUMPS transaction(s))
9	Member	within 3 days following completion of ADSW-AC	Complete DD-1351-2 (Travel Voucher) and forwards to unit with original CG-5131
10	Unit	within 2 days of receipt from member	Complete administrative review of travel claim and forward to HRSIC (TVL) for processing
11	HRSIC (TVL)	upon receipt of claim	Process travel claim for payment of travel entitlements

## Section Overview

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**Introduction**      This section prescribes procedures for separating members on active duty whose obligated service is for 140 days or more.

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**In this section**

Topic	See Page
The Separation Process	3-B-2
Immediate Separation Processing	3-B-5
Priority Separation Processing	3-B-7
PERSRU to HRSIC (SES) E-Mail Format (Exhibit 3-B-1)	3-B-9
Routine Separation Processing	3-B-10
Requesting/Canceling Accounting Data for Separation Orders (Exhibit 3-B-2)	3-B-12
Preparation of Separation Orders (Exhibit 3-B-3)	3-B-13
Enlisted to Cadet Status processing	3-B-14
Regular Retirement Separations	3-B-15
Disability Retirement Separations	3-B-16
Checklist for Separations	3-B-17
Checklist for RELAD	3-B-20
Checklist for Discharge	3-B-21
Checklist for Retirement	3-B-22
Reserve Retirement Separations	3-B-25

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## **The Separation Process**

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**Introduction**      The proper execution of the separation process depends on close communication between all participants. Timely processing of all paperwork is essential to provide the member a smooth transition and to ensure separation payments are made consistent with applicable directives.

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**References**

- Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
- Separations Program Designators Handbook
- CG Personnel Manual  
Section 12-A, Separation of Commissioned and Warrant Officer on Active Duty  
Section 12-B, Separation of Enlisted Personnel on Active Duty

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**Retention on Active Duty**      When a member is retained for any reason beyond the established separation date, documentation submitted to PMIS/JUMPS to process the original separation must be deleted and modified/replaced with new transactions. This may require action by various sources:

<b>WHO</b>	<b>MAY NEED TO</b>
CGPC (opm)	extend an officer's date of separation
Member's PERSRU	submit a Personnel Action to indicate a member has been retained beyond normal expiration of enlistment
HRSIC	reopen the member's pay account and reprocess the separation

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*Continued on next page*

**Section B**  
**SEPARATIONS**

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## The Separation Process , Continued

**Types of  
separations**

Separations are classified as immediate, priority, or routine. Each type is defined below:

<b>Type</b>	<b>Description</b>
<b>Immediate</b>	Separations which must be processed in less than 15 days. Separation requires 4 working days for processing by HRSIC. This 4-day clock begins once the PERSRU notifies HRSIC of the authorization to separate the member. Final payment will be made by direct deposit.
<b>Priority</b>	Separations which must be processed within a 15 to 30 day period.
<b>Routine</b>	Separations which can be processed in 30 days or more. <b>Note:</b> 30 days is the minimum time in which a Routine separation can be processed. In order to avoid delay in the final payment or payment for any leave sold, units/members must submit the Career Intentions Worksheet (CG HRSIC-2045) to the PERSRU not later than 60 days prior to the separation date.

*Continued on next page*

**Section B**  
**SEPARATIONS**

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## The Separation Process , Continued

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**Which type to use**      This table prescribes separation classifications.

<b>IF separation is</b>	<b>THEN use</b>
due to misconduct and unit commanding officer desires rapid administrative action	Immediate
not due to misconduct, but rapid administrative action is required <b>Requests may be made by command's (CO/XO) by contacting HRSIC (SES) at (913) 357-3550 (Use area code 785 after 20 JUL 97)</b>	Immediate
for reserve members disenrolling from a class "A" school, officer candidate school, or other training program	Immediate
due to unsatisfactory performance	Priority
due to unsuitability	Priority
due to physical disability	Priority
directed by CGPC (epm-1) for urgent reasons	Priority
under normal circumstances	Routine

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**Section B**  
**SEPARATIONS**

## Immediate Separation Processing

**Introduction** Immediate separations require 4 working days for processing after receipt of CGPC (epm-1) authorization to separate the member.

**Procedures** Procedures required for an Immediate separation.

Day	Who does it	What happens
0	Unit	<ul style="list-style-type: none"><li>Ensures member is physically qualified for separation.</li><li>Notifies PERSRU upon receipt of separation authority from CGPC.</li></ul> <p><b>Note:</b> For Immediate separations requiring less than normal processing time, a signed CG-3307 (use (SEP-1) in the current Preparation and Submission of Administrative Remarks, COMDTINST 1000.14A) by the member must be faxed (785-295-2544) to HRSIC (SES).</p>
	PERSRU	<ul style="list-style-type: none"><li>Sends Urgent E-mail to SES with pertinent information using the format provided in Exhibit 3-B-1 and to CSTONO requesting a Document Number and Accounting Data using the instructions provided in Exhibit 3-B-2.</li></ul> <p><b>Note:</b> The E-mails to SES and CSTONO may be combined into one E-mail addressed to both entities. The E-mail(s) must be routed through and released by the PERSRU supervisor (with “By direction” authority).</p> <ul style="list-style-type: none"><li>Prepares and transmits a Change Tax (Address) Information transaction.</li><li>Prepares the DD-214</li><li>Prepares the appropriate SDAII transactions.</li><li>Prepares appropriate separation letter(s) from enclosure (4) of this manual.</li></ul> <p><b>Note:</b> The Change Tax (Address) Information transaction must be completed to facilitate mailing of the final pay and the end of year mailing of the member’s IRS Form W-2.</p>
1	HRSIC (MAS/CST)	Receives the PERSRU’s E-mail and provides Document Number and Accounting data to PERSRU via return urgent E-mail or Telephone.
	PERSRU	Receives Document Number and Accounting Data from HRSIC (MAS/CST) and issues Separation Order to the member using a Standard Travel Order Form and instructions contained in Exhibit 3-B-3.

*Continued on next page*

**Section B**  
**SEPARATIONS**

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## **Immediate Separation Processing , Continued**

**Procedures**  
**(continued)**

<b>Day</b>	<b>Who does it</b>	<b>What happens</b>
1  T H R U 3	HRSIC (SES)	Upon receipt of the PERSRU's E-mail. <ul style="list-style-type: none"><li>• Calculates the final pay due the member.</li><li>• Sends E-mail to the PERSRU with the required data to complete block 18 (remarks) of the DD-214, (if applicable) relative to payment of disability severance pay, the SRB recoupment endorsement on the reverse side of the DD-214 (if applicable) and the amount of payment authorized</li></ul>
4	UNIT	Delivers the Certificate of Release or Discharge from Active Duty (DD-214), Separation Orders, appropriate travel claim forms, an envelope addressed to HRSIC (TVL) for liquidation purposes, and the standard separation letter.
	PERSRU	Transmits the Personnel Action on the date of separation.

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## Priority Separation Processing

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**Introduction**      Priority separations require 15 working days for processing. Therefore, to allow for weekends and holidays, the effective date of separation should be 21 calendar days after receipt by HRSIC of the PERSRU E-mail requesting expedited separation processing.

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**Procedures**      Procedures required for a Priority separation.

Day	Who does it	What happens
0	Unit	<ul style="list-style-type: none"><li>• Ensures member is physically qualified for separation</li><li>• Notifies PERSRU</li></ul> <p><b>Note:</b> For Priority separations requiring less than normal processing time, a signed CG-3307 (use (SEP-1) in the current Preparation and Submission of Administrative Remarks, COMDTINST 1000.14A) by the member must be faxed (785-295-2544) to HRSIC (SES).</p>
	PERSRU	<ul style="list-style-type: none"><li>• Sends Urgent E-mail to SES with pertinent information using the format provided in Exhibit 3-B-1 and to CSTONO (requesting a Document Number and Accounting Data using the instructions provided in Exhibit 3-B-2.</li></ul> <p><b>Note:</b> The E-mail to SES and CSTONO may be combined into one E-mail addressed to both entities. The E-mail(s) must be routed through and released by the PERSRU supervisor (with “By direction authority”).</p> <ul style="list-style-type: none"><li>• Prepares and transmits a Change Tax (Address) Information transaction.</li><li>• Prepares the DD-214.</li><li>• Prepares the appropriate SDAII transactions.</li><li>• Prepares appropriate separation letter(s) from enclosure (4) of this manual.</li></ul> <p><b>Note:</b> The Change Tax (Address) Information transaction must be completed to facilitate mailing of the final pay and the end of year mailing of the member’s IRS Form W-2.</p>

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*Continued on next page*

**Section B**  
**SEPARATIONS**

*Priority Separation Processing, **Continued***

**Procedures**      0  
**(continued)**

<b>Day</b>	<b>Who does it</b>	<b>What happens</b>
2 THRU 9	HRSIC (MAS/CST) “SEPS”  PERSRU	Receives the PERSRU’s E-mail and provides Document Number and Accounting Data to PERSRU via return E-mail or Telephone.  Receives Document Number and Accounting Data from HRSIC (MAS/CST) and issues Separation Order to the member using a Standard Travel Order Form and instructions contained in Exhibit 3-B-3.
1 THRU 8	HRSIC (SES)	Upon receipt of the PERSRU’s E-mail.  <ul style="list-style-type: none"> <li>• Calculates the final pay due the member.</li> <li>• Sends E-mail to the PERSRU with the required data to complete block 18 (remarks) of the DD-214, (if applicable) relative to payment of disability severance pay, the SRB recoupment endorsement on the reverse side of the DD-214 (if applicable) and the amount of payment authorized.</li> <li>• Schedules a special payment through Treasury.</li> </ul>
9	PERSRU	If the HRSIC (SES) separation E-mail is not received at least 7 days prior to the date of separation, contacts HRSIC (SES). Nonreceipt of the E-mail is an indication of a problem with the separation processing.
LAST DAY	Unit	On the effective date of separation, delivers the Certificate of Release or Discharge from Active Duty (DD-214), Separation Order, appropriate travel claim forms, an envelope addressed to HRSIC (TVL) for liquidation purposes, and the standard separation letter.
LAST DAY	PERSRU	On the effective date of separation, transmits the Personnel Action (or an Endorsement on Orders for reserve members being RELAD).

**Section B**  
**SEPARATIONS**

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## **PERSRU TO HRSIC (SES) E-mail FORMAT**

SUBJ: SEPARATION FOR \_\_\_\_\_ (NAME/SSN) \_\_\_\_\_, USCG(R)

A. SITE MPC MESSAGE AUTHORIZATION (DTG)

1. CITE TYPE OF SEPARATION: IMMEDIATE , PRIORITY, RETIREMENT OR RELAD

**NOTE: The CO/XO must call SES for all Immediate separations unless the member's SPD code ends with one of the following two characters:**

FS FU JA JB JC JD JE KA KB KD KF KK KL KM KN KQ NC

2. DATE OF SEPARATION

3. SPD CODE

4. LEAVE INFORMATION (PERSRU must still input leave transactions)

A. NUMBER OF DAYS LEAVE SELLING

B. NUMBER OF DAYS TERMINAL LEAVE TAKING AND THE DATES OF TERMINAL LEAVE

C. NUMBER OF DAYS LEAVE TAKEN AND THE DATES OF LEAVE, NOT POSTED IN RECENTS

D. NUMBER OF DAYS EXCESS LEAVE (Only if allowed by CO)

**NOTE: Include any leave scheduled to be taken prior to separation. The PERSRU must still input the leave transaction(s). Enter 'NONE' in each block when not applicable.**

5. LOST TIME NOT POSTED IN RECENTS

**NOTE: Enter 'NONE' when not applicable.**

6. PAY ADJUSTMENTS NOT POSTED IN RECENTS:

A. REDUCTION: RATE AND DATE

B. FORFEITURE: AMOUNT AND DATE

C. MUTUAL ASSISTANCE (follow procedures noted on page 9-A-5 of this manual)

D. OTHER INDEBTEDNESS (see page 9-A-4 of this manual prior to transmission of this e-mail)

E. ENTITLEMENTS NOT POSTED IN RECENTS (PERSRU must still transmit necessary transactions)

F. BONUS PAYMENTS PREVIOUSLY MADE (SRB, SELRES, or Enlistment Bonus)

**NOTE: Enter 'NONE' when not applicable.**

7. FINAL MAILING ADDRESS AFTER SEPARATION AS INDICATED ON THE CHANGE TAX  
(ADDRESS) INFORMATION TRANSACTION SUBMITTED THIS DATE IS

8. PERSRU POINT OF CONTACT (name and phone number)

**NOTE: When producing this e-mail, ensure each paragraph is typed out entirely (i.e., paragraph 2 would read "Date of Separation: 98Jan01" vice "98Jan01").**

### **EXHIBIT 3-B-1**

## **Routine Separation Processing**

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**Introduction**      Routine separations occur with sufficient lead time to allow routine processing.

---

**Procedures**      Procedures required for Routine separation.

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
At least 180 days prior to Separation	Unit	Ensures member is physically qualified for separation.
At least 60 days prior to Separation	PERSRU	Prepares and transmits Statement of Intent and Change Tax (Address) Information transactions to PMIS/JUMPS. <b>Note:</b> Failure to submit these documents in a timely manner will normally result in delay in final pay or payment for any leave sold. The PERSRU must notify HRSIC (SES) if there is any change to the information submitted on the Statement of Intent or Change Tax (Address) transactions. On routine separations, the amount of final pay will appear on the member's prior month LES.
At least 45 days prior to the member's scheduled departure date	PERSRU	Requests Document Number and Accounting Data from HRSIC (MAS/CST) via E-mail (E-mail address: CSTONO)  <b>Note:</b> HRSIC will provide the information immediately upon receipt of the request.
Prior to separation	PERSRU	Verifies the member's leave balance in order to complete block 16 (days accrued leave paid) of the DD-214.

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*Continued on next page*

**Section B**  
**SEPARATIONS**

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## **Routine Separation Processing** continued

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### **Procedures (continued)**

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
At least 10 days prior to separation	HRSIC (SES)	Notifies the PERSRU of the required data to complete block 18 (remarks) of the DD-214 (if applicable) relative to the payment of Severance Pay, Disability Severance Pay, Lump Sum Readjustment Payment or Separation Pay, and SRB recoupment endorsement on the reverse side of the DD-214 (if applicable).
7 days prior to separation	PERSRU	If information required for block 18 of the DD-214 (if applicable) has not been received, contacts HRSIC (SES).
Prior to separation	HRSIC (SES)	Inputs the necessary transactions to PMIS/JUMPS for final pay due the member.
Day of separation	Unit	Delivers the Certificate of Release or Discharge from Active Duty (DD-214), Separation Order, appropriate travel claim forms, an envelope addressed to HRSIC (TVL) for liquidation purposes, and the standard separation letter.
Day of separation	PERSRU	Transmits Personnel Action (discharge) or Endorsement on Orders (RELAD) transaction.

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**Section B**  
**SEPARATIONS**

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**REQUESTING A DOCUMENT NUMBER AND ACCOUNTING DATA  
FOR SEPARATION ORDERS**

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The responsible PERSRU shall request a Document Number and Accounting Data from HRSIC via **E-mail** (E-mail address: CSTONO@HRSIC.USCG.MIL for PERSRUs using SWSII or CSTONO for PERSRUs using SWSIII). **Send only 1 request per E-mail** Requests must contain the following information in the body of the **E-mail (do not send as an E-mail attachment)**:

- Member's name, rank/rate and SSN.
- Member's permanent duty station OPFAC.
- Date of departure from the unit.
- Date of separation.
- Type of separation.
- Separation Classification (Routine/Priority/Immediate)
- City, State, and Zip Code of the member's separation address or other location to which the member is entitled to travel and transportation of HHG.
- PERSRU Point of Contact and Telephone Number.
- PERSRU SWS II or SWSIII delivery E-mail address.

**Note 1:** The **E-mail** must be routed through and released by the PERSRU supervisor with "By direction" authority.

**Note 2:** It is optional to send the expedited separation request and request for Document and Accounting Data on the same E-mail. With the separation information on the top half (see exhibit 3-B-9) and the request for Document Number and Accounting Data on the bottom half of the E-mail. When doing this, the E-mail must be sent to both SES and CSTONO.

---

**CANCELLATION OF DOCUMENT NUMBERS AND ACCOUNTING DATA**

Separation Document Number and Accounting Data issued to a member who wishes to remain in the service must be cancelled.

In this event, the responsible PERSRU must send a **Coast Guard message** (not an E-mail) within 48 hours of discovering the need for cancellation to COMDT (G-WR-1) with HRSIC (CSTONO), HRSIC (SES/HRSIC), HRSIC (TVL), and the responsible Transportation Officer as information addressees, requesting cancellation of the Document ID.

The **message** should contain the following information:

- Member's rate/rank, name, SSN and unit.
- Document Number and Accounting Data issued; date issued
- Member's scheduled separation date.
- Reason for cancellation request and member's resulting status (e.g. Reenlisted, Extended, Retained). If member is retained provide reason, estimated duration and subsequent status at the end of retention.
- PERSRU SWS II or SWSIII delivery E-mail address.

**NOTE:** Members electing to remain in the service where actions to expend funds have been made (e. g. Shipment of household goods has occurred) shall be counseled on their liability and the applicable recoupment procedures. Such counseling shall be documented and acknowledged by the member's signature on their separation orders.

**EXHIBIT 3-B-2**



**Section B**  
**SEPARATIONS**

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## **PREPARATION OF SEPARATION ORDERS**

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**Introduction** After receipt of the Document Number and Accounting Data from HRSIC, the responsible PERSRU shall issue Separation Orders on a Standard Travel Order for Military Personnel (CG-5131).

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**Special Instructions** Separation Orders shall include the following information:

<b>Block</b>	<b>Entry</b>
Station/ Place	Indicate the member's separation address or other location to which he/she is entitled to travel and transportation of HHG.
Nature of Duty	Enter "Discharge" or "RELAD" (as appropriate).
Item 10	Enter the following statement <b>"You are directed to submit a Travel Claim to HRSIC (TVL) within 3 days after completion of the travel under these orders. If you decide to cancel these orders, you are personally liable for the repayment of any funds expended in accordance with these orders."</b>

---

**Statement required should separation be cancelled** If a member elects to remain on active duty after funds have been expended during separation processing, the following amendment to members separation orders shall be made:

"I acknowledge that I have voluntarily elected to remain on Active Duty after previously starting separation processing, and that I have been counseled concerning my liability to repay any funds expended during my separation processing and the applicable recoupment procedures."

MEMBER'S SIGNATURE

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**Exhibit 3-B-3**

## **Enlisted to Cadet Status Processing**

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### **Introduction**

The Academy PERSRU has the primary responsibility for ensuring a member's pay account in PMIS/JUMPS is converted to cadet status when an enlisted member is being released from active duty to accept an appointment as a Cadet at the Coast Guard Academy.

The member's PERSRU has the responsibility to ensure that the member's PCS transfer is handled in a timely and accurate manner.

---

### **Procedures**

When transferring an enlisted member to the Academy for appointment as a Cadet, the member's PERSRU shall:

- Prepare and transmit the Statement of Intent transaction and the Change Tax (Address) Information transaction to PMIS/JUMPS at least 45 days prior to the Cadet swearing-in date.
- Upon the member's departure, submit an Endorsement on Orders transaction departing the member PERMDU for instruction to the Coast Guard Academy (use OPFAC 60-66017).

Note: Advance Pay cannot be authorized (the member will be separated upon swearing-in as a cadet and would not be able to liquidate an advance).

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**Section B**  
**SEPARATIONS**

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## Regular Retirement Separations

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**Introduction**      Retirements are usually processed as routine separations

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**Procedures**      Procedures required for a retirement.

When	Who does it	What happens
At least 60 days prior to: <ul style="list-style-type: none"><li>• the date the member goes on terminal leave: or,</li><li>• the effective date of retirement, whichever is earlier</li></ul>	PERSRU	Prepares and transmits Statement of Intent (SOI) and Change Tax (Address) Information transactions to PMIS/JUMPS
<b>Note:</b> If an SOI has processed in the system by the end-month compute for the month prior to the month of separation, the regular mid-month payment and the final pay, as well as allotments will be paid by PMIS/JUMPS and the final pay projection will include any leave being sold.		
Prior to separation	PERSRU	Verifies the member's leave balance in order to complete block 16 (days accrued leave paid) of the DD-214.
<b>Note:</b> The PERSRU will notify HRSIC (SES) if there is any change to the information submitted on the Statement of Intent or Change Tax (Address) transactions. On routine separations, the amount of final pay will appear on the member's prior month LES.		
Day of separation	Unit	Delivers the DD-214, the final payment, (unless the member is on direct deposit) and the standard separation letter.
	PERSRU	Transmits Endorsement on Orders transaction.

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## Disability Retirement Separations

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**Introduction** Temporary and permanent disability retirements are retirements which are approved under the physical disability evaluation system. They are processed as priority separations. The retirement date for members in this category will normally be 20 working days after the date CG Personnel Command's action. Active duty allotments will be paid by PMIS/JUMPS for the last month of active duty.

---

**Procedures** Procedures required for Temporary and Permanent Disability Retirements.

Day	Who does it	What happens
0	CGPC (opm/epm)	Issues message directing temporary or permanent disability retirement.
1	PERSRU	<ul style="list-style-type: none"><li>• Sends urgent E-mail message to HRSIC (SES) "SES" with pertinent information using the format provided in Exhibit 3-B-1.</li><li>• Prepares and transmits a Change Tax (Address) Information Transaction in SDA II</li></ul> <p><b>Note:</b> The Change Tax (Address) Information transaction must be completed to facilitate mailing of the final pay and the end of year mailing of the member's IRS Form W-2.</p> <ul style="list-style-type: none"><li>• Prepares the Endorsement on Orders transaction in SDA II</li></ul>
2	HRSIC (SES)	<p>Notifies the PERSRU of the required data to complete block 18 (remarks) of the DD-214 (if applicable) relative to the payment of Severance Pay, Disability Severance Pay, Lump Sum Readjustment Payment or Separation Pay, and SRB recoupment endorsement on the reverse side of the DD-214 (if applicable).</p> <ul style="list-style-type: none"><li>• Calculates the final pay due the member.</li><li>• Schedules a special payment through Treasury.</li></ul>
13	PERSRU	If the HRSIC (SES) separation notification is not received at least 7 days prior to the date of separation, contacts HRSICS (SES). Nonreceipt of this E-mail message is an indication of a problem with the separation processing.
	Unit	On the effective date of retirement, delivers final pay, the DD-214, the standard separation letter to the member.
	PERSRU	On the effective date of terminal leave or retirement, transmits the Endorsement on Orders transaction.

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## Checklist for Separations

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**Introduction** This checklist is provided to assist the unit/PERSRU in completing all necessary tasks required for separating members from active duty. It should be used along with the Checklist for RELAD (pg. 3-B-21), Checklist for Discharge (pg. 3-B-22), or Checklist for Retirement (pg. 3-B-23), as appropriate. This job aid is designed to be reproduced locally.

---

**Separation checklist** Action when separating a member.

**Note:** First termers must still be screened by CFTRR even if they have no intention of reenlisting.

Step	Action	Reference	Date
	• Predischage interview.	12-B-4 PERSMAN, ALCOAST 091/98	
	• Transition Assistance Program counseling	COMDTINST 1900.2 (series)	
	Forward the following to the PERSRU: • Preseparation Counseling Checklist (DD-2648). <b>Note:</b> Upon receipt of the DD-2648, the PERSRU will prepare and transmit a School Completion Transaction in SDA II using School Code 500650	Encl. (1) PPPM	
	• CG-3307 with SEP-4 entry completed.	Encl. (6) PPPM	
2	Ensure member is physically qualified for separation.	12-B-6 PERSMAN	
3	Complete Assignment Data (CG-3698A) during the fourth month prior to date of separation indicating member's intention to separate. For all members eligible for reenlistment: • Indicate in "members comments" block of Assignment Data (CG-3698A), member's preferences in regards to a Selected Reserve Unit or Individual Ready Reserve (IRR). • Mail original to CGPC (epm-2) • Forward a copy to the ISC (fot) responsible for the geographic area which the member will reside after separation from active duty. • Forward a copy to the member's PERSRU • File a copy in Section 4 of the unit PDR	5-D-13 PPPM	

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*Continued on next page*

**Section B**  
**SEPARATIONS**

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## Checklist for Separations, continued

Step	Action	Reference	Date
3 C o n t I n u e d	Upon receipt of the CG-3698A, an ISC representative will contact the member to discuss assignment options and answer questions about participation in the reserve.  If agreement is reached on an assignment to a billet in the selected reserve, the ISC will provide the member's servicing PERSRU with the information needed to effect the assignment. The CG-3698A with assignment information will be used to complete reserve assignment orders to the new unit.		
4	Complete follow-up interview at 3 months prior to separation date.	12-B-4 PERSMAN	
5	Complete Career Intentions Worksheet, and forward to PERSRU with DD-2648 at least 60 days prior to the separation date.	PPPM Encl (1) CG HRSIC-2045	
6	PERSRU forward DD-214 SW (worksheet)	DD-214 Instruction	
7	PERSRU sends E-mail to "CSTONO" requesting DAFIS standard document ID and accounting data for separation travel order.	Exhibit 3-B-2 PPPM	
8	If the member is being discharged, and desires immediate enlistment in the Coast Guard Reserve the PERSRU will complete and forward an Enlistment Contract (DD-4/1), effective the day following discharge, to the unit for administration of the oath and signature.		

*Continued on next page*

**Section B**  
**SEPARATIONS**

## Checklist for Separations, Continued

### Separation checklist(continued)

Step	Action	Reference	Date
9	Ensure member schedules appointment with servicing transportation office to arrange shipment of household goods.	1-H-1 CGTRANSMAN	
10	Assist member in completing DD Form 803 (for member with FHA Mortgage).	16-I-8 PERSMAN	
11	Complete CG-5274 and conduct termination briefing.	2-I-6 PERSEC	
12	Counsel member on separation, <ul style="list-style-type: none"><li>• Complete CG-3307 entries, see Pg-7 Instruction (Encl. (6) of this manual) for sample entries.</li></ul>	12-B-53 PERSMAN	
13	Ensure Government Travel Charge Card is turned into coordinator for cancellation.	Charge Card Instruction	
14	Complete CG-3307 (SEP-19) entry for all enlisted members receiving Separation Pay and send a copy by fax to HRSIC (SES) at 785-295-2544	COMDTINST 1000.14 (series)	
15	PERSRU completes PMIS/JUMPS transactions.		
16	Complete appropriate separation letter(s) from enclosure (4) to this manual	Pg. 3-B-5, 7 PPPM	
17	Counsel member on separation travel <ul style="list-style-type: none"><li>• Provide member with travel claim form(s) and instructions for completion.</li></ul>	CGS-JFTR	
18	Provide member with pre-addressed envelope to mail travel claims and original separation travel order to HRSIC (TVL).	Appendix (E) PPPM	
19	Review PERSRU/MED PDRs and complete CG-5507.	12-B-49 PERSMAN	
20	Distribute PDRs	PDR Instruction	

**Section B**  
**SEPARATIONS**

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## Checklist for RELAD

---

**Introduction**      This checklist provides a job aid to be used when a member is released from active duty (RELAD) and should be used along with the Checklist for Separations. It is designed to be reproduced locally.

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**Checklist for RELAD**      Additional items when releasing a member from active duty.

Step	Action	Reference	Date
1	Complete Continued Health Care Coverage Benefit Program application.	CGCBP Instruction	
2	Complete ID Card(s).	Appendix (B) PPPM	
3	Counsel member on: <ul style="list-style-type: none"><li>• Assignment to Selected Reserve Transition Pool</li><li>• Ready Reserve Mobilization Income Insurance program</li></ul> Complete Pay Delivery Worksheet (Encl. (1) PPPM) and forward to PERSRU if assigned to a drilling status after separation.		
4	Complete a CG-3307 if member is not processed for separation under normal circumstances and does not wish to be retained. Notify HRSIC of Date of Service (Separation Date) and that member signed CG-3307 for waiver.	Pg-7 Instruction Encl. (6) PPPM	
5	Ensure CG Mutual Assistance debts, which are desired to be collected from member's available pay during separation processing, are reported to the PERSRU.	9-A-5 PPPM	
6	Deliver separation paperwork to member		

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**Section B**  
**SEPARATIONS**

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## Checklist for Discharge

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**Introduction**      This checklist provides a job aid to be used when a member is discharged, and should be used along with the Checklist for Separations. It is designed to be reproduced locally.

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**Checklist for discharge**      Additional items when discharging a member.

Step	Action	Reference	Date
1	Notify HRSIC (SES) (for Immediate or Priority discharges)	PPPM	
2	Complete a CG-3307 if member is not processed for separation under normal circumstances and does not wish to be retained. Notify HRSIC of Date of Service (Separation Date) and that member signed CG-3307 for waiver.	Pg-7 Instruction Encl. (6) PPPM	
3	Ensure CG Mutual Assistance debts, which are desired to be collected from member's available pay during separation processing, are reported to the PERSRU.	9-A-5 PPPM	
4	Complete Continued Health Care Coverage Benefit Program application.		
5	Complete appropriate Discharge Certificate.	12-B-51 PERSMAN	
6	Issue Honorable Discharge Button (if applicable).	12-B-52 PERSMAN	
7	Refer to exhibit in PERSMAN for special information concerning discharges.	12-B-1 PERSMAN	
8	If member will be enlisting in the Coast Guard Reserve immediately following discharge, complete an enlistment contract and return to servicing PERSRU		
9	Deliver separation paperwork to member.		

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**Section B**  
**SEPARATIONS**

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## Checklist for Retirement

---

**Introduction**      This checklist provides a job aid to be used when a member retires, and should be used along with the Checklist for Separations. It is designed to be reproduced locally.

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**Checklist for retirement**      Additional items when retiring a member.

Step	Action	Date
1	Endorse retirement order • Forward one copy to the PERSRU.	
2	Provide member with a copy of Appendix (A) of this manual (Retirement Package).	
3	If the member is married, ensure the member is aware that a married member is required to be enrolled in the Survivor Benefit Plan with spouse coverage at the maximum level (coverage will be based on the member's full gross retired pay) at the time of retirement, unless the spouse has concurred in writing to another election requested by the member.  • Prepare a letter as shown in enclosure (4) page E-4-2, of this manual, advising the member of these requirements.	
4	Ensure the member completes and returns the form(s) from Appendix (A) of this manual (Copy of latest LES, CG HRSIC-4700, and if starting new allotments, CG HRSIC-7221)  • Administratively review the form(s), ensuring they are completed in accordance with the instructions in Appendix (A).	

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*Continued on next page*

**Section B**  
**SEPARATIONS**

## Checklist for Retirement, Continued

### Checklist for retirement (cont'd)

Step	Action	Date															
5	If the member is married, <ul style="list-style-type: none"><li>• Use this table to determine what actions are necessary to comply with the spousal notification/concurrence requirements of the Survivor Benefit Plan (SBP) when a married member elects not to participate or to participate at less than the maximum level in SBP.</li></ul>																
<table><tr><th>If the member and spouse</th><th>And</th><th>Then</th></tr><tr><td>are co-located in the area of the member's duty station and are living together as husband and wife</td><td>the spouse concurs with the member's SBP election</td><td>the spouse and witness will complete and sign part VII of the CG HRSIC-4700</td></tr><tr><td></td><td>the spouse does not concur with the member's SBP election</td><td>the command will send a letter of notification/concurrence to the spouse as shown in enclosure (4) page E-4-3 of this manual</td></tr><tr><td>are not co-located or are not living together as husband and wife</td><td></td><td>the command will send a letter of notification/concurrence to the spouse as shown in enclosure (4) page E-4-3 of this manual</td></tr><tr><td>are not living together as husband and wife</td><td>and the spouse's whereabouts are unknown and cannot be determined</td><td>the member will complete and sign the following statement "The whereabouts of my spouse are unknown to me and have been unknown to me for at least 90 days. I understand that if this statement is later found to be untrue that spouse coverage will be established on the full amount of retired pay with costs and interest collected retroactive to my date of retirement unless my spouse consents otherwise. I understand that any false statement or misrepresentation thereto is a violation of law punishable by fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 10001)".</td></tr></table>			If the member and spouse	And	Then	are co-located in the area of the member's duty station and are living together as husband and wife	the spouse concurs with the member's SBP election	the spouse and witness will complete and sign part VII of the CG HRSIC-4700		the spouse does not concur with the member's SBP election	the command will send a letter of notification/concurrence to the spouse as shown in enclosure (4) page E-4-3 of this manual	are not co-located or are not living together as husband and wife		the command will send a letter of notification/concurrence to the spouse as shown in enclosure (4) page E-4-3 of this manual	are not living together as husband and wife	and the spouse's whereabouts are unknown and cannot be determined	the member will complete and sign the following statement "The whereabouts of my spouse are unknown to me and have been unknown to me for at least 90 days. I understand that if this statement is later found to be untrue that spouse coverage will be established on the full amount of retired pay with costs and interest collected retroactive to my date of retirement unless my spouse consents otherwise. I understand that any false statement or misrepresentation thereto is a violation of law punishable by fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 10001)".
If the member and spouse	And	Then															
are co-located in the area of the member's duty station and are living together as husband and wife	the spouse concurs with the member's SBP election	the spouse and witness will complete and sign part VII of the CG HRSIC-4700															
	the spouse does not concur with the member's SBP election	the command will send a letter of notification/concurrence to the spouse as shown in enclosure (4) page E-4-3 of this manual															
are not co-located or are not living together as husband and wife		the command will send a letter of notification/concurrence to the spouse as shown in enclosure (4) page E-4-3 of this manual															
are not living together as husband and wife	and the spouse's whereabouts are unknown and cannot be determined	the member will complete and sign the following statement "The whereabouts of my spouse are unknown to me and have been unknown to me for at least 90 days. I understand that if this statement is later found to be untrue that spouse coverage will be established on the full amount of retired pay with costs and interest collected retroactive to my date of retirement unless my spouse consents otherwise. I understand that any false statement or misrepresentation thereto is a violation of law punishable by fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 10001)".															

*Continued on next page*

**Section B**  
**SEPARATIONS**

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## Checklist for Retirement, Continued

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**Checklist for  
retirement (cont'd)**

<b>Step</b>	<b>Action</b>	<b>Date</b>
6	Forward the following to HRSIC (RAS) at least 30 days prior to retirement or start of terminal leave <ul style="list-style-type: none"><li>• CG HRSIC-4700 (four pages)</li><li>• Copy of latest LES, if member is continuing any allotments or direct deposit to same account</li><li>• CG HRSIC-7221 if member is starting any new allotments</li><li>• SBP Spousal notification/concurrence letter, endorsed by spouse, if a married member elects not to participate in SBP or to participate at less than the maximum level and the spouse does not complete part VII of the CG HRSIC-4700</li><li>• Statement, signed by member, attesting that the whereabouts of spouse are unknown, if a married member elects not to participate in SBP or to participate at less than the maximum level and the spouse cannot be located.</li></ul>	
7	Ensure retirement certificate and spouse's certificate are received from HRSIC (RAS) at least 30 days prior to member's retirement or departure on terminal leave. Contact HRSIC(RAS) at (913) 357-3415 to request earlier delivery if necessary.	
8	Complete retired and dependent ID cards.	

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## Reserve Retirement Separations

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### Introduction

Reserve retirements are processed by HRSIC (RAS). The three retirement categories are:

- **Retirement with Pay (RET-1)** for reservists who complete 20 years of satisfactory service and have reached age 60.
  - **Retirement Awaiting Pay at Age 60 (RET-2)** for reservists who have satisfied all requirements for RET-1, except reaching age 60.
  - **Retirement without Entitlement to Pay (RET-3)** for reservists who satisfy the requirements for retirement without pay entitlement, may be placed in this status at their request to avoid discharge or being placed in the Standby Reserve (Inactive Status).
- 

### Procedures

#### Procedures for Retirement With Pay (**RET-1**)

When	Who does it	What happens
Six months prior to reaching age 60 and completing 20 years of satisfactory service	HRSIC (RAS)	Notify member in writing by sending an “Information Concerning Retirement With Pay (RET-1)” letter and information about the Reserve Component Survivor Benefit Plan. If election was previously deferred upon receipt of the “20 Year Letter”, the member must make an election at this time.
After receipt of “Notification of Eligibility Letter” and retirement forms.	Member	Request transfer to <b>RET-1</b> status by completing forms CG-HRISC-2055A and CG-HRSIC 4700R from Enclosure (1) and Appendix (A) to this manual. Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.
<b>Note:</b> If the member is in a drilling status the retirement package will be sent to the member’s home address one month prior to age sixty; if the member is not in a drilling status the retirement package will be sent approximately six months prior to the sixtieth birthday.		
<b>Note:</b> If it is determined that member is not eligible for RET-1 status, a transfer to RET-3 status will be effected (age waivers to attain eligibility may be requested from and granted by CGPC (rpm)).		
1 month prior to retirement	HRSIC (RAS)	Forward to member: <ul style="list-style-type: none"><li>• Retirement Letter</li><li>• Final Point Statement</li><li>• Certificates of Appreciation</li></ul>
Retirement day	HRSIC (RAS)	Transmit Endorsement on Orders transaction

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*Continued on next page*

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**Section B**  
**SEPARATIONS**

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## Reserve Retirement Separations (continued)

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**Procedures For RET-2 Status** Procedures for Retirement Awaiting Pay at Age 60 (**RET-2**) followed by Retirement With Pay (**RET-1**) upon reaching age 60.  
**Note:** These steps apply only to those members who choose RET-2 status rather than continuing to drill.

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
After completing 20 years of satisfactory service	HRSIC (RAS)	Sends “20 Year Letter” notifying member of eligibility for RET-2 Retirement. Include Reserve Component Survivor Benefit Plan election forms. (RCSBP is optional at this time)
After receipt of “20 year letter”.	Member	May request transfer to RET-2 status by completing form CG-HRISC-2055A from Enclosure (1) to this manual. Written requests are submitted to ISC (pf) via the chain of command. Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.
Upon receipt of request for RET-2 Retirement	ISC (pf)	Forwards to HRSIC (RAS).
Upon receipt of request for RET-2 Retirement	HRSIC (RAS)	Forwards to member Retirement Information Package. <b>Note:</b> Members requesting RET-2 status who are not yet age 60 will receive retirement certificates at this time rather than at age 60 when transferred to RET-1 status.
RET-2 Retirement day	HRSIC (RAS)	Transmits Endorsement on Orders transactions to RET-2 status.

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*Continued on next page*

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**Section B**  
**SEPARATIONS**

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## **Reserve Retirement Separations (continued)**

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**Procedures For RET-3 Status**      Procedures for Retirement without Entitlement to Pay (RET-3)

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
It has been determined that the member cannot reach 20 years satisfactory service prior to reaching age 60	HRSIC (RAS)	Prepare and send notification of retirement without pay.
<b>Note:</b> Members in receipt of the above notification may request an age waiver from CGPC (rpm).		
Prior to retirement	HRSIC (RAS)	Send final point statement, retirement certificate of service, and appreciation to member.
Day of Retirement	HRSIC (RAS)	Transmit Endorsement on Orders transaction.

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## Checklist for Reenlistment or Extension

**Introduction** This checklist provides a job aid to be used when a unit/PERSRU is completing necessary tasks for reenlistments or extensions and should be used along with the Checklist for Separations in section B of this Chapter. It is designed to be reproduced locally.

Step	Action	Reference	Date
1	Ensure member meets eligibility requirements.	1-G PERSMAN	
2	Advise member: <ul style="list-style-type: none"> <li>• May <b>reenlist</b> up to 3 months prior to normal expiration of enlistment (however, member can reenlist prior to 3 months if he/she meets the requirements for a SRB (refer to SRB Instruction) or is reenlisting for convenience of the government (refer to Chapter 1-G of the PERSMAN).</li> <li>• Reserve members may <b>reenlist</b> up to 60 days prior to normal expiration of enlistment.</li> <li>• Prorated loss of reenlistment bonus for the period of early reenlistment/extension.</li> <li>• The saved leave balance and regular leave balance on the effective date of separation.</li> <li>• The number of days leave previously sold during career.</li> <li>• Centralized First Term Reenlistment Review (CFTRR) application process.</li> </ul>	1-G PERSMAN	
3	Counsel member on SRB program.	SRB Instruction	
4	Ensure CG-3307 entry is completed for citizens of the Republic of the Philippines (see Pg-7 Instruction for sample entry).	12-B-47 PERSMAN	
5	Ensure member completes Career Intentions Worksheet and forward to PERSRU.	PPPM	
6	PERSRU forwards appropriate documentation to unit for member's signature.	PPPM	
7	Unit returns signed documentation to PERSRU for input into PMIS/JUMPS.	PPPM	
8	If member intended to discharge and decides to reenlist/extend, ensure member submits new Allotment Worksheet (if allotments stop).	PPPM	
9	Explain Article 137, UCMJ and Code of Conduct, Complete Page 7 (CG-3307) entry.	8-A-1 PERSMAN	

*Continued on next page*



## Checklist for Reenlistment or Extension , Continued

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**SRB processing**      Process table for Selective Reenlistment Bonuses.

WHEN	THEN
retention documents submitted by the PERSRU have successfully processed in PMIS/JUMPS,	initial 50% SRB installment will be made within two pay periods.
lump sum payment is approved by CGPC (epm)	lump sum SRB payments will be processed by HRSIC within 30 days after receipt and included in the member's first regular payment following successful processing of the reenlistment/extension transaction.

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**Rules for payment of lump sum leave upon reenlistment or first extension of enlistment**

These are the basic rules (per Art. 7-A-20, PERSMAN) for selling leave upon reenlistment or entering the first extension an enlistment.

- Members reenlisting within 90 days of their normal expiration of enlistment date, or extending their current enlistments for the first time, may receive payment for lump sum leave, not to exceed a career total of 60 days leave.
- Members reenlisting more than 90 days prior to their normal expiration enlistment date or reextending their current enlistments **MAY NOT** receive payment for lump sum leave.

Payment for lump sum leave will be included in the first end month payment following successful processing of the reenlistment/or begin service under first extension transaction.

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**Procedures for members with more than 90 days remaining on first enlistment**

Members approved for retention under CFTRR, who desire to sell leave, but are not within 90 days of their normal expiration of enlistment, should enter into an agreement to extend their enlistment to meet the obligated service requirement.

- These members will be eligible to sell leave when their first extension of enlistment becomes effective.
-

## Servicemembers' Group Life Insurance (SGLI)

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<b>Introduction</b>	<p>Servicemembers' Group Life Insurance was established for the purpose of making life insurance protection available to members of the Uniformed Services at a reasonable cost. This information will assist the member when electing, increasing, reducing, declining or canceling coverage.</p>
<b>Reference</b>	<ul style="list-style-type: none"><li>• CG Personnel Manual, Article 18-D-4 and 18-D-5, Servicemembers' Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI)</li><li>• VA Handbook 29-75-1 (Revised April 1994), Servicemembers' and Veterans' Group Life Insurance Handbook</li></ul>
<b>Automatic coverage</b>	<p>SGLI will automatically insure all newly accessed members for \$200,000 and allow them to either:</p> <ul style="list-style-type: none"><li>• decline coverage of SGLI or,</li><li>• elect a reduced level of coverage of SGLI in multiples of \$10,000.</li></ul> <p><b>Note:</b> SGLI coverage continues (at no cost to the member) for a period of 120 days following separation or release from active duty.</p>
<b>Coverage for reserve members</b>	<p>Members who join the Ready Reserve after release from active duty are eligible to continue their SGLI coverage for as long as they remain in the Ready Reserves (members who are assigned to units or positions in which they may be required to perform active duty, or active duty for training, and each year are scheduled to perform at least 12 periods of inactive duty training creditable for retirement purposes). The reserve member is also eligible to convert their active duty SGLI coverage to VGLI coverage. A reserve member can also be insured under both programs, at the same time, provided the combined coverage does not exceed \$200,000. In most instances these individuals will probably choose to carry the SGLI coverage since it costs less than VGLI coverage. The reserve member should also be advised, however, that although VGLI may cost more than SGLI, VGLI guarantees lifetime coverage whereas SGLI does not. The reserve member should also be advised that ready reservist SGLI coverage cannot be converted to VGLI coverage upon separation from the reserves. Reserve members in this situation should be cautioned to seriously consider a combination of coverages in order to guarantee some degree of lifetime coverage.</p>

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## Servicemembers' Group Life Insurance (SGLI) , Continued

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**Coverage for  
reserve  
members,  
continued**

The following reserves are also eligible for SGLI coverage:

- Reservists awaiting retired pay at age 60 (RET-2, OPFAC 87600)  
(Note: SGLI coverage continues automatically for 120 days only. Retiree may convert to VGLI anytime within one year of retirement date.)
- Reservists assigned to the Transition SELRES (OPFAC 87300)
- Reservists assigned to the IRR (OPFAC 87400)
- Reservists assigned to RET-3 (OPFAC 87900)

**Note:** Reservists retired with pay may be eligible for VGLI coverage and may obtain an application from their local VA regional office or the office listed below:

OFFICE OF SERVICEMEMBERS' GROUP LIFE INSURANCE  
213 WASHINGTON STREET  
NEWARK NJ 07102-2999  
Phone: 800-419-1473 or 201-802-8840

**Payment of  
SGLI premium**

Premium payments for active duty personnel and reservists eligible to receive drill pay will be through automatic payroll deduction and reflected on the member's LES.

**Note:** Reservists enrolled in SGLI who do not drill temporarily, but remain in a good pay status, will accrue a negative SGLI premium. Upon resumption of a drilling status, the system will deduct the negative premium balance from the member's pay. If the member does not drill for pay within two months and no SGLI payments is made, SGLI coverage will be administratively terminated.

For payment by check or money order, remit payment to "U.S. Coast Guard" and forward to:

COMMANDING OFFICER (DC)  
USCG HUMAN RESOURCES  
SERVICE & INFORMATION CENTER  
ATTN: SGLI  
444 SE QUINCY STREET  
TOPEKA KS 66683-3591

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## **Servicemembers' Group Life Insurance (SGLI) , Continued**

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### **Payment of SGLI premium, continued**

Ensure payment is clearly marked "SGLI PAYMENT" and includes the following information:

- member's name
- member's SSN

For payment by credit card (Visa or Master Card) call HRSIC (DC) at (785) 357-3610.

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### **Procedures for electing coverage or increased coverage previously declined or decreased**

If a member previously elected to cancel SGLI, reduce SGLI, or not be insured of SGLI at all, and later wants to obtain or increase existing SGLI coverage, a written request must be made by the member. Application must be made on the Request for Insurance (SGLV-8285), in accordance with instructions contained on the back of the form.

The form SGLIV-8285 should be completed and signed by the member in the presence of an authorized representative of his/her command, who should then complete the certification below the member's signature.

Use the following table to determine if approval by the Office of Servicemembers' Group Life Insurance (OSGLI) is required before coverage can be increased or restored:

<b>If</b>	<b>Then</b>
Member answers "NO" to item 11, and all parts of items 12 and 13	Member meets the "proof of good health" requirement. SGLI can be increased or restored. Forward original to CGPC (adm-3) with SGLV-8286. Send copy to PERSRU.
Member answers "YES" to item 11 or any part of item 12 or 13	The SGLV-8285 must be sent to the OSGLI for review and approval. SGLI may not be increased or restored until approval has been received from OSGLI.
Approval has been obtained by OSGLI on the member	Forward original to CGPC (adm-3) with SGLV-8286. Send copy to PERSRU.

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### **Procedures for reducing or declining coverage**

A member who desires a reduced amount or declines coverage must complete a Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286). Reduction or cancellation will be effective at midnight of the last day of the month in which an SGLI transaction (P809) is processed by HRSIC.

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## Servicemembers' Group Life Insurance (SGLI) , Continued

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**Servicemembers'  
Group Life  
Insurance  
Election and  
Certificate  
(SGLV-8286)**

Members who have SGLI coverage must complete the Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286) whenever he/she makes a beneficiary designation or changes a previous designation. The Service members' and Veterans' Group Life Insurance Handbook (VA Handbook 29-75-1) should be available for the member to read when completing this form. The following are guidelines to be used in the preparation and distribution of the SGLV-8286 Form:

**Instructions for completing the SGLV-8286** Instructions for completing the SGLV-8286 are on the reverse side of the form. The member must read the instructions before attempting to complete the form. Use of an original multi-part carbon form is preferred. Photo copies of the form may be used if necessary. Copy the front and reverse sides of the form.

**Note:** If using a photo copy, prepare an original (do not have the member sign until copies are made) and two copies. After the copies are made, the member and witness must sign the original and both copies.

**When a member should designate a specific beneficiary(ies)** Members should be encouraged to name a specific beneficiary. Use of "By Law" designation should be discouraged. There are many instances when the member should clearly designate a specific beneficiary(ies) such as:

- When a member has a parent who has remarried but both natural parents are living; or
- When a member is divorced and remarried, but has children living with the first spouse; or
- When a member has no immediate next of kin and wants a distant relative or friend to receive the proceeds.

**Designating Principal Beneficiary(ies) on the SGLV-8286** The Primary Beneficiary should be a primary individual or individuals designated to receive insurance proceeds.

When designating multiple principal beneficiaries - the member should specify in percentile the shares to be paid to each; otherwise, they will share equally in the proceeds. The total amount of proceeds must be equal to 100% (i.e., spouse 75% and child 25%).

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## **Servicemembers' Group Life Insurance (SGLI) , Continued**

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<b>Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286), continued</b>	<b>Designating Contingent Beneficiaries on the SGLV-8286</b>	<p>The contingent Beneficiary is a secondary individual or individuals designated to receive insurance proceeds in the event that the principal beneficiary is no longer living.</p> <p>When designating multiple contingent beneficiaries, the member should specify in percentile the shares to be paid to each, otherwise, they will share equally in the proceeds. As with the Principal Beneficiaries, when designating multiple contingent beneficiaries, the total amount of proceeds must be equal to 100% (i.e., father 50% and sister 50%).</p>
	<b>Designations of beneficiaries who are minors</b>	<p>Notwithstanding the provisions of any other law, payment of SGLI may be made directly to a surviving spouse who is a minor on his or her own behalf, and payment in such case shall be complete acquittance to the insurer.</p> <p>When a member wishes to name minors as beneficiaries (such as his or her own children, nephews, nieces, etc..), the member should be advised that the proceeds of the insurance cannot be paid to a minor beneficiary, other than a minor surviving spouse, without a court-appointed guardian. The appointment of a guardian is often time consuming and costly and, for that reason, may delay the payment of the proceeds. The amount of the proceeds can be greatly reduced by the payment of court costs, attorney fees and expenses incurred by the guardian. One way to avoid such complication and expense is to designate, a pre-appointed trustee of the minor beneficiary. Otherwise, members who insist on designating minors as SGLI beneficiaries should be referred to legal counsel (such as legal support attorney) for advice on establishment of a trust.</p>

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## Servicemembers' Group Life Insurance (SGLI) , Continued

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**Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286), continued**

**If member does not designate a Beneficiary(ies)**  
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If a member does not designate a beneficiary, the insurance will automatically be paid in the following order of precedence:

- The surviving spouse of the member, if none,
- The child or children of the member, in equal sharers, with the share of any deceased child to be distributed among the descendants of that child; if none,
- The parents in equal shares or all to a surviving parent; if none,  
**Note:** A member's biological parents are not always who the insured intended to receive the proceeds, and in cases such as abandonment, they are not recognized as legal parents. Claim disputes involving the recognition of "rightful" parents can be avoided by discouraging the use of "By Law" designations and listing parents by name.
- A duly appointed executor or administrator of the insured's estate; if none,
- Other next of kin

When a member is likely to be survived by dependents or parents and designates some other person or entity as beneficiary, a responsible representative should counsel the member to the fact that the Servicemembers' Group Life Insurance Act was specifically designed to provide some form of security for dependents or parents. The member should be encouraged to designate such dependents or parents as beneficiaries.

**Note:** Under no circumstances should a member be compelled to designate any beneficiary. Designation is a matter of free election for the insured, and the insured should never be forced to designate otherwise. However, when dependents or parents are disregarded in designating beneficiaries, it is desirable that the voluntary nature of the designation should be a matter of record.

**A witness must be present when SGLV-8286 is completed by the member**

The members signature must be witnessed at the time of preparation in the appropriate blocks by an authorized representative of the U. S. Coast Guard (i.e., CO, XO, OINC, XPO, Yeoman, etc..). The date the form is received and witnessed should be accurately recorded as it determines the reduction or cancellation date of the insurance, and is the basis for establishing payroll deductions or authorizing collections in a reduced amount.

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## Servicemembers' Group Life Insurance (SGLI) , Continued

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**Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286), continued**

**Common errors on the SGLV-8286**

Common errors that are made to the SGLV-8286 Form:

- The form is not signed by the member.
- When the form is completed by the member, there is no witness or witness signature.
- The form is not being filed in the member's unit PDR and PERSRU PDR.
- Members are designating minors as principal or contingent beneficiaries (unless the minor is legally emancipated, they can't receive the payment).
- The sum total of either the primary or contingent beneficiaries does not equal 100%.
- By law designations. Most DOD services have specific policies prohibiting this election, which can result in delays in payment, or the member not completely understanding how the funds will be distributed.

**Process and Distribution of SGLV-8286** The following table describes the responsibilities associated with the SGLV-8286 and the distribution of the form:

Stage	Who does it	What Happens
1	Member	Completes Form SGLV-8286 per instructions on the form
2	Witness	Signs the witness block at same time member signs the form.
3	Unit	<ul style="list-style-type: none"><li>• Forwards original to CGPC (adm-3)</li><li>• Forwards part 2 (or signed copy) to PERSRU</li><li>• Files part 3 (or signed copy) in unit PDR attached to the BAH/Dependency/Emergency Data and SGLV Validation (CG-4170A)</li></ul>
4	PERSRU	If necessary, completes the Elect/Decline SGLI Transaction (P809). <b>Note:</b> If SGLI was administratively terminated due to the arrears of premiums, the PERSRU will not restart SGLI until delinquent premiums have been paid and Form SGLV-8285 has been completed per page 5-A-9 of this section.



## Casualty Reporting

<b>Introduction</b>	This information is provided to direct you through the process of casualty reporting.
<b>Reference</b>	CG Personnel Manual, Section 11-A, Casualties
<b>Reporting procedures</b>	<p>Reporting procedures are covered in the Personnel Manual along with the disposition of personal effects.</p> <p>Examples of the following are contained in Enclosure (7) of this manual.</p> <ul style="list-style-type: none"><li>• personnel casualty report message</li><li>• letter for death determination</li><li>• telegram notification to next of kin</li><li>• letter notification to next of kin</li></ul>
<b>Inventory and Disposition of Personal Effects</b>	<p>In cases where a member dies or is missing, complete a CG-3853 (Personal Effects Inventory and Disposition) in accordance with Section 11-A of the Coast Guard Personnel Manual, COMDTINST M1000.6 (series). Distribute the form as follows:</p> <p><b>Original and two copies:</b> To the officer designated by the Commanding Officer to assume custody of the effects.</p> <ul style="list-style-type: none"><li>• Officer retains original</li><li>• One copy is to be packed with personal effects.</li><li>• Second copy is sent to next of kin (If personal effects are shipped to next of kin. Otherwise, second copy goes to Supply Center, Baltimore. IAW Art. 11-A-11.b(3) PERSMAN</li></ul> <p><b>Copy:</b> Unit PDR</p> <p><b>Copy:</b> COMDT (G-WPM) (if deceased, captured, missing or incapacitated) PERSCOM ((epm), for enlisted/(opm) for officers) if absent at time of sailing, AWOL, AOL, or deserter.</p> <p><b>Copy:</b> Unit File</p>

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**Section B**  
**DEPENDENT AFFAIRS**

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## Family Member Dental Plan , Continued

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**Procedures for  
enrolling or  
disenrolling in  
the FMDP**

Follow these procedures when enrolling/disenrolling a member's dependent(s).  
Refer to enclosure (1) for forms.

Action	Who does it	What happens
Enrollment	Member	submits DD-2494 to unit/admin office
	Unit	makes a copy of DD-2494 for the member and forwards original to the PERSRU
	PERSRU	completes personnel transaction
Disenrollment	Member	submits DD-2494R to unit/admin office
	Unit	forwards DD-2494R to the PERSRU
	PERSRU	completes personnel transaction
Partial enrollment	Member	submits DD-2494-1 to unit/admin office
	Unit	makes two copies of DD-2494-1: <ul style="list-style-type: none"><li>• forwards original to the PERSRU</li><li>• returns one copy to the member</li><li>• mails or faxes one copy to:  DEERS SUPPORT OFFICE (DSO) Attn: DN99 400 Gigling Road Seaside, CA 93955-6771  Note: Do not send the DD-2492-1 to the address on the form.  Fax number 831-655-8317</li></ul>
	PERSRU	completes personnel transaction

## Applying for a DD Form 1173

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**Introduction**      The DD Form 1173 is used to identify individuals eligible for privileges administered by the uniformed services. This will guide you through the application process.

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**References**

- CG Personnel Manual, Section 18-C, Uniformed Service Identification and Privilege Card, DD Form 1173
- DODINST 1000.13, (Appendix (b) to this manual)

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**How to apply**      This is the process for applying for a DD Form 1173

<b>When</b>	<b>Then</b>
the member is active duty CG and at the command,	submit a DD Form 1172 to any military installation that issues ID cards.
the active duty member is away from the command,	submit a DD Form 1172 to any military installation that issues ID cards.
the active duty member is on extended deployment outside CONUS	the dependent can renew an expired card at any military installation that issues ID cards.
the active duty member is retiring,	before retiring submit a DD Form 1172 for the dependent(s) to any military installation that issues ID cards.
the active duty members is placed on the Temporary Disability Retirement List,	submit a DD Form 1172 to any military installation that issues ID cards.
the reserve member is retired with pay,	submit a DD Form 1172 for the dependent to any military installation that issues ID cards.
the member is a 100% disabled veteran,	submit a DD Form 1172 for the dependent(s) to any military installation that issues ID cards.
the member is separating and is eligible for Transition Assistance benefits	submit a DD Form 1172 for the member and dependent(s) to the command holding the PDR.

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## Defense Enrollment Eligibility Reporting System (DEERS)

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<b>Introduction</b>	DEERS is a database operated by the Department of Defense that houses data on all military sponsors and dependents to support the benefits system.
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<b>Data on sponsors</b>	Data on sponsors is provided to DEERS through magnetic tape submission from HRSIC and other uniformed services finance centers. USCG sponsors are enrolled and updated on DEERS when changes in the PMIS database are transmitted to DEERS.
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<b>Procedures for transmitting data to DEERS</b>	Procedures for updating the DEERS database using electronic on-line systems or floppy diskette applications are provided by the DEERS Support Office (DSO).
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- Manual submissions of completed DD Form 1172s are not authorized.
  - ID card issuing activities **that do not have** the capability to update the DEERS database using electronic on-line systems or floppy diskette applications should contact the appropriate district or MLC personnel office for local procedures used to update DEERS.
- 

<b>When to update DEERS</b>	<p>DEERS must be updated when:</p> <ul style="list-style-type: none"><li>• an ID card is issued.</li><li>• a member reports a change in dependency (e.g., birth, divorce) or a change of address that does not involve issuance of an ID card.</li><li>• The member's residence address must be updated within 30 days of a residential move such as during PCS or any other exchange in residence. Exceptions to this rule are those circumstances when a member is:<ul style="list-style-type: none"><li>a) Permanently assigned overseas.</li><li>b) Assigned to a vessel.</li><li>c) Assigned to a routinely deployable unit.</li><li>d) Assigned to units the Commandant has determined should not be disclosed due to national security or safety concerns.</li></ul></li></ul>
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## Defense Enrollment Eligibility Reporting System (DEERS) , Continued

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### Updating residential address

Member's can update their residential address one of the following ways:

- At any Real time Automated Personnel Identification System (RAPIDS).
  - By calling the DEERS Support office (DSO) listed below.
  - In writing to: DSO, 400 Gigling RD, Seaside, CA 93955-6771.
  - By faxing address change to DSO at: (408) 655-8317.
  - By E-mail to DSO at: [addrinfo@osd.pentagon.mil](mailto:addrinfo@osd.pentagon.mil).
  - At any Military Treatment Facility (MTF).
- 

### DEERS inquiries

Beneficiaries with questions or problems with DEERS enrollment may call the DEERS beneficiary telephone center to verify the information contained in the database.

**Note:** The beneficiary center can only update residence address information in DEERS over the phone. If information other than the residence address is incorrect, the caller will be instructed to contact their servicing personnel office to have the database updated.

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### Phone numbers for DEERS beneficiary telephone center

If calling from	Then dial
California	800-334-4162
Alaska or Hawaii	800-527-5602
All other states	800-538-9552

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### Reports from the DEERS database

Information in the DEERS database can be used to produce enrollment listings, panograph listings, demographic reports and other type of reports.

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### Obtaining DEERS database reports

Units may request DEERS database reports from the USCG Liaison at the Defense Manpower Data Center (DMDC).

The phone number for USCG Liaison at DMDC is:  
(408)-583-2400 Ext 4346.

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## **Section Overview**

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**Introduction**      This section provides you with the necessary procedures for annual verification of entitlements, statement of creditable service, security clearances, and information regarding the PDIF and PDE.

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**In this section**

<b>Topic</b>	<b>See Page</b>
Annual Verification of CG-4170A	5-C-2
Requesting Statements of Creditable Service	5-C-3
Personnel Data Information File (PDIF)	5-C-5
Personnel Data Extract (PDE)	5-C-6
Security Clearances	5-C-7
Transcript of Sea Service (TOSS)	5-C-8

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**Section C**  
**MAINTENANCE OF PERSONNEL INFORMATION**

## Annual Verification of CG-4170A

**Introduction**      Annually during the month of November, members must verify their dependency data on form CG-4170A.

**Verification of the CG-4170A**      This is how verification of the CG-4170A works:

Stage	Who does it	What Happens	
1	Unit	Using the unit PDR copy, ensure the member verifies CG-4170A and SGLV-8286 annually on 1 November. <ul style="list-style-type: none"> <li><b>Note 1:</b> Units may use a stamp in block 28 (Remarks) of the CG-4170A to record the member's annual certification, rather than printing a new CG-4170A each year. The stamped entry should read: "ITEMS 9 THROUGH 27 CERTIFIED CORRECT" With spaces for the member's signature and date signed .</li> <li><b>Note 2:</b> Block 22, Servicemen's Group Life Insurance Data, is no longer required to appear on the CG-4170A. Members should verify the SGLI data by reviewing the Servicemen's Group Life Insurance Election And Certificate, SGLV-8286 in the PDR prior to certifying the CG-4170A.</li> </ul>	
2	Member	<b>If</b>	<b>Then</b>
		All information is correct	Signs in block 29, or in block 28 if space is available, and returns the CG-4170A to unit
		Changes or corrections are needed	Makes pen and ink changes to form, and if necessary: <ul style="list-style-type: none"> <li>Completes a Dependency Information Worksheet (encl. (1) to this manual) if adding a BAH eligible dependent</li> <li>Completes a new SGLV-8286 form if any information in block 22 is incorrect</li> </ul> Returns the CG-4170A to unit (with worksheet and/or SGLV form, if required)
3	Unit	<b>If</b>	<b>Then</b>
		All information is correct and member has signed original	<ul style="list-style-type: none"> <li>Forward original to CGPC (adm-3)</li> <li>Forward copy to PERSRU</li> <li>File copy in Unit PDR</li> </ul>
		Corrections are needed	Forwards the changes to the PERSRU.
4	PERSRU	<b>If</b>	<b>Then</b>
		No changes were noted by member	Files copy of verified CG-4170A in PERSRU PDR
		Changes were noted by member	Completes a new CG-4170A and forwards to unit for member's signature.

## Requesting Statements of Creditable Service

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**Introduction** This will assist you in requesting a Statement of Creditable Service (SOCS) and/or a Statement of Creditable Sea Service (SOCSS).  
**Note:** For NOAA personnel, NOAA HQ issues SOCS vice HRSIC (SES).

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**Procedure for requesting Statements of Creditable Service** This is the procedure for requesting statements of creditable service/sea service on a USCG/USCGR member with a Pay Base Date (PBD), Active Duty Base Date (ADBD) and/or creditable sea time problem, or a newly assigned USCG/USCGR member with prior service which has not been verified. A SOCS is required for all members entering the USCG/USCGR if they have any prior military service.

**Note:** Do not ignore suspected sea time errors just because a member is not currently assigned to a sea pay eligible vessel. Take immediate action. A recent change to advancement criteria makes sea time a factor for advancement. Sea time can also have an impact on PCS assignments.

Stage	Who does it	What happens
1	UNIT	<p>Reviews the member's PDR and any supporting documents the member has, notes the specific period of service/sea service the member is disputing and forwards to the PERSRU.</p> <ul style="list-style-type: none"><li>• Members can help the process by providing any documents they have that substantiate prior service, such as a DD Form 214, any reserve point statements, orders, or a Navy Statement of Service.</li><li>• If a member requests career sea service validation for the purpose of Merchant Marine licensing, be aware that the document required by the Merchant Marines is a Transcript of Sea Service (TOSS) (HRSIC 1075). Do not confuse this with a SOCSS, because the TOSS will include periods of service aboard vessels not eligible for sea pay/time (see 5-C-8 of this section for requirements on requesting TOSS).</li></ul> <p><b>VERY IMPORTANT:</b> If there is a DD-214 supporting sea service, and the member's sea pay longevity is incorrect, you can request an immediate adjustment to their longevity. The request must be sent to HRSIC (SES) and must indicate: "The member has been counseled and understands that if the total sea time added, based on the DD-214 is not supported by the prior service records that the member will be in an overpaid status".</p>
2	PERSRU	<p>Reviews the PMIS data base (item #6 'SOCS-DT' on any PMIS/JUMPS Inquiry Screen) to verify whether or not a SOCS has already been completed.</p>

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*Continued on next page*



## Requesting Statements of Creditable Service (continued)

**Procedure for  
requesting  
Statements of  
Creditable  
Service,  
Continued**

How to process a Statement of Creditable Service/Sea Service, continued:

Stage	Who does it	What happens
2	PERSRU <b>Continued</b>	<ul style="list-style-type: none"> <li>If a SOCS has not been completed, and it can be verified that the member is not receiving credit for a specific period of service/sea service, request a SOCS/SOCSS from HRSIC (SES) by rapidraft letter and attach all supporting documentation.</li> </ul> <p><b>Note:</b> Please ensure that periods of Coast Guard sea service or ADT that are in dispute have been processed via the PERSRU transmittal. HRSIC (SES) cannot add this time unless the proper PMIS transactions have been transmitted.</p>
3	HRSIC	<p>Is responsible to verify and validate all periods of prior service (all branches) and sea service to adjust a member's Pay Base Date (PBD), Active Duty Base Date (ADBD) or cumulative sea service time.</p> <ul style="list-style-type: none"> <li>Request records from Headquarters or from the appropriate record center (if applicable). This process is the most lengthy.</li> <li>Verifies dates.</li> <li>Issues member a SOCS (HRSIC Form 1071) and/or a SOCSS (HRSIC Form 1072).</li> <li>Makes necessary adjustments to member's pay account.</li> </ul> <p><b>Note:</b> Completing the process can take from 3 to 6 months, depending on how quick the other Service responds to the request. The hard part is getting the information needed from the other Services. Please allow 90 days for processing of SOCS/SOCSS requests by HRSIC before submitting any follow-up or tracer requests.</p>
4	PERSRU	<p>Once the SOCS/SOCSS has been forwarded to the PERSRU, ensure a copy is retained in the PERSRU PDR, and forward a copy to the unit requesting verification.</p> <p><b>Note:</b> If the original SOCS/SOCSS is found to be in error, because of an incorrect date or missing period of service/sea service, please forward the original SOCS/SOCSS with all documentation to HRSIC (SES) by rapidraft, with the periods in dispute clearly addressed.</p>
5	UNIT	<p>After HRSIC completes the SOCS/SOCSS and the PERSRU forwards the package to the unit, the member should be made aware of the impact the SOCS/SOCSS will have on his/her PBD, ADBD, or cumulative sea service. Member should also be aware that a credit or debit to his pay will probably occur due to the change in his/her PBD, ADBD, or cumulative sea service.</p> <p><b>Note:</b> Unit should ensure member understands and agrees with SOCS/SOCSS and then notify PERSRU by deadline date contained in the letter.</p>

## **Security Clearances**

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<b>Introduction</b>	This has been provided to help you locate the policies and procedures for maintaining personnel security clearance information.
<b>Reference</b>	Military Personnel Security Program Manual, COMDTINST M5520.12A, Chapter 2, Administrative Procedures.
<b>Personnel Security Record</b>	When the Central Adjudication Facility (CAF) makes a favorable security determination, notification is made via PMIS updates and a by certificate of clearance known as the source document. This source document shall have a properly executed SF-312 and CG-5588 attached and be filed in the members PDR.
<b>Preparation and Maintenance of Security Documents</b>	Policies and procedures governing the preparation and maintenance of security documents can be found in the Military Security Program Manual, COMDTINST M5520.12A.

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## Transcript of Sea Service (TOSS)

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### Introduction

A Transcript of Sea Service (TOSS (CG HRSIC-1075)) is used to document service on board Coast Guard vessels for the purpose of obtaining a Merchant Marine License. The Transcript of Sea Service lists information regarding a member's sea service, including:

- Names of vessels
- Size and tonnage of each vessel
- Dates the member served on each vessel
- Rank at time of departure from each vessel

**Note:** This document does not serve to verify creditable sea service for pay purposes (refer to 5-C-3 of this section).

---

### How to obtain a Transcript of Sea Service

If a member desires that a Transcript of Sea Service be prepared, the following must occur:

Stage	Who does it	Action to be taken
1	PERSRU	Request TOSS (CG HRSIC 1075) via rapidraft letter or E-mail and forward to HRSIC (SES). <b>Note:</b> The request should include the date the member entered the service and a summary of vessels he/she served on.
2	HRSIC (SES)	Issues CG HRSIC-1075 within 30 days of the date HRSIC received the request. The original and a copy are mailed to the PERSRU.
3	PERSRU	Forwards the original TOSS to the member and files the copy in PERSRU PDR.

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**Section D**  
**MISCELLANEOUS**

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## **Leave Authorization (CG-2519), Continued**

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**Preparation of  
the CG-2519**

The CG-2519 can be typed, prepared using Forms Menu, or handwritten.

Items 1-7 are completed prior to departing.

The space below item 8 is used to indicate if the member used more than one type of absence. Only units outside CONUS need to list regular leave outside CONUS (AO) and regular leave inside CONUS (AI). List types and inclusive date in chronological order.

Follow these procedures for completing the CG-2519.

<b>Item</b>	<b>Description</b>
1	Enter the member's last name, first and middle initials.
2	Enter rate/rank of the member.
3	Enter member's SSN.
4	Enter the unit where the member is assigned.
5	Enter the complete address and phone number.
6	Enter the number of days of authorized absence.
7	DEPARTURE: Enter the time and date absence begins. <b>Note:</b> This entry would normally be the time and date normal liberty begins (a day of duty) and the day before the actual first day of leave/absence.
	RETURN: Enter the time and date the absence expires. <b>Note:</b> This entry would normally be the time and date the member is expected to be back at the work site/unit (a day of duty) and is the first day after the last day of leave/absence.
	AUTHORIZED OFFICIAL: Sign and date.
8	CHANGE ENDORSEMENT Pen and ink changes to item 7 are NOT allowed. Enter leave date and times if different from those authorized.

**Disposition**

Forward parts 1 and 2 to the PERSRU upon member's return from leave. If part 2 was given to the member (e.g., for AMC flight) forward only part 1.

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## Leave Carried over in Excess of 60 Days

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### Introduction

Members may be authorized to carry more than sixty (60) days leave into a new fiscal year, if the provisions of Article 7.A.15 of the PERSMAN are met.

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### Reference

- Personnel Manual, COMDTINT M1000.6 (series), Article 7.A.15
  - ALDIST 905/96
- 

### Procedures for carrying over of more than 60 days for a member

If a member believes that he/she is qualified to carry over more than 60 days of leave into a fiscal year, then the following steps must occur:

Step	Who does it	Action taken
1	MEMBER	Must submit a letter via the chain of command to HRSIC (MAS) and the letter must contain: <ul style="list-style-type: none"><li>• a description of the reason the member was prevented from using leave.</li><li>• an estimate of the total number of days to be carried into the new fiscal year.</li></ul>
2	UNIT	Endorse the letter and send to HRSIC (MAS) NLT 1 November.
3	HRSIC (MAS)	Will accumulate all requests and will process them immediately following the December end-of-month compute. <b>Note:</b> This timing ensures that any outstanding leave is posted prior to manual adjustments being made.

A new request must be submitted by the member if he/she becomes qualified again for additional days to be carried over.

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*Continued on next page*

## Reporting Change in Mailing Address

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**Introduction** A member's mailing address is shown in block 22 of their LES. This address should be the member's home address and not the unit address. The member's mailing address is used for several purposes, including mailing IRS Form W-2 annually for all personnel, and LESs for reservists as well as members assigned to detached OPFACs.

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**Member's responsibility** The member must notify the unit whenever there is a change in their mailing address. Complete one of the following when a change occurs:

- W-4 Form
  - BAH/Housing Worksheet
  - Pen and ink change to a copy of the LES
- 

**Pen and ink change to the LES** Make the following pen and ink change to a copy of the LES when changing your mailing address.

Step	Action
1	Line out the old address.
2	Enter the new address in the same block.
3	Sign and date beside the new address.
4	Make a copy for your files.

---

**Disposition** For active duty members and selected reservists, forward whichever form is used to the PERSRU. For IRR members, forward to ISC (PF). For retired members, forward to HRSIC (MAS). Also, be sure to report the new address to DEERS as per section 5-B-17 of this manual.

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**PERSRU action** The PERSRU shall update the member's address in PMIS/JUMPS. In the case of reservists relocating outside the United States, refer to section 4.A.7.b, of the Reserve Policy Manual, COMDTINST M1001.28 (series).

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## **Employment Verification**

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**Introduction**      Requests for employment verification from outside the Coast Guard should be completed at the unit if they have the information requested; if not, forward to the PERSRU.

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**Reference**          Privacy and Freedom of Information Act Manual, Enclosure (7).

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**Procedure**        All requests for employment verification will be completed as follows:

<b>IF the information is</b>	<b>THEN</b>
not Privacy Act sensitive,	complete the request.
Privacy Act sensitive,	complete the request, attach a signed statement by the member authorizing release of the information and make the appropriate entry on the Disclosure Log.

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## Assignment Data Form (CG-3698A)

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**Introduction**      The Assignment Data Form is necessary to provide up-to-date information to personnel assignment officers regarding an active duty member's personal status and assignment preferences.

Reservists may request reassignment by completing a CG-3698A. Forward the completed form to the appropriate ISC (fot) via the Commanding Officer.

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- References**
- CG Personnel Manual
    - Articles 4-C.2.a through 4-C-2.f
  - Commissioned and Warrant Officer Billet Manual
    - Section A, Officer Billet Code System
    - Section B, Occupational Field Codes
    - Section C, Organizational Level Codes
    - Section D, Job Position Locator Codes
  - Enlisted Billet Manual, Chapter 5, Tables of General OPFAC Codes & Geographic Areas.
- 

**Submission of the CG-3698A**      The Assignment Data must be submitted by active duty personnel as follows:

- Within 6 months of reporting to a new unit.
- To request a specific duty assignment.
- To request a tour extension at current PDS.
- To request mutual or unilateral transfer.
- 6 to 9 months prior to a member's discharge or RELAD date.
- During the "Engage" phase of the S.P.E.A.R. assignment process, for members who will be tour complete in the upcoming fiscal year.

The Assignment Data must be submitted by reserve personnel as follows:

- Submit to request transfer to a new unit. The CG-3698A shall be submitted to ISC (PF) via the reservist's unit, with a copy to the reservist's PERSRU.
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**Preparation and distribution**      Detailed instructions for the preparation and distribution can be found on the reverse of the CG-3698A.

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## Assignment/Termination of Government Quarters

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<b>Introduction</b>	<p>When a member moves into or out of government quarters, it normally results in a change in BAH entitlements. This job aid will assist you in notifying the PERSRU to avoid over/under payments.</p>
<b>The need for prompt PERSU notification</b>	<p>Timely input of pay transactions is critical. This is especially true when a pay transaction has a large dollar impact on the member, such as a transaction connected with government quarters occupancy or termination.</p> <ul style="list-style-type: none"><li>• Providing timely notification (within 48 hours) of a change to a member's housing status will enable the PERSRU to input the required PMIS/JUMPS transactions and ensure the member receives the correct amount of pay.</li></ul> <p>In any typical month there are over \$40,000 in overpayments to Coast Guard members assigned to government quarters. Although some of the overpayments are caused by normal processing delays (e. g., time between PERSRU input and the time the next PMIS/JUMPS update is run), a large majority can be directly attributed to the unit's or the housing officer's failure to notify the member's PERSRU in a timely fashion.</p>
<b>References</b>	<p>CG Housing Manual, Section 6-E, Assignment to Public Quarters and Rental Housing Section 6-F, Termination of Assignment: Public Quarters and Rental Housing</p>
<b>Advance notification will avoid incorrect payments</b>	<p>Members anticipating assignment to government quarters may submit a special request to the PERSRU to have the BAH stopped ahead of time to avoid being overpaid.</p> <p>A member desiring to live on the economy must request permission from their commanding officer to be eligible for BAH entitlements.</p>

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*Continued on next page*

**Section C**  
**METHODS OF PAYMENT**

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## **Deployed Unit Money List Message (DUMLM), Continued**

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**Unit agent  
cashier  
procedures**

This checklist has been provided as a job aid to assist the unit agent cashier in completing all necessary tasks required for processing a DUMLM. This job aid is designed to be reproduced locally.

<b>Step</b>	<b>Action</b>	<b>Date</b>
1	Hold payday as scheduled and ensure that each member being paid signs the DUMLM.	
2	Make payments based on deletions/additions to the DUMLM authorized by HRSIC (MAS) for personnel who leave the cutter or who recently joined the cutter and are not included on the DUMLM.	
3	Sign and date the DUMLM after all payments have been made.	
4	Send a message to HRSIC (MAS) certifying that all pay due to personnel who left deployment early was paid.	
5	Balance the DUMLM with funds disbursed at least monthly.	
6	<ul style="list-style-type: none"><li>• Mail a letter to HRSIC (MAS) recapping the DUMLM within 5 days of completing deployment</li><li>• Attach copies of the balanced DUMLM</li><li>• List any exceptions by name, SSN, and amount of difference</li></ul>	

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## Payment of Mobile Unit Personnel

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<b>Introduction</b>	This will assist you in providing timely reporting of a member's entitlement, or loss of entitlement, to Career Sea Pay (CSEAPAY), Career Sea Pay Premium (CSEAPAY PREM) and enlisted subsistence entitlements when attached to a mobile unit.
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<b>Reference</b>	CG Pay Manual, Section 4-B, Career Sea Pay. JFTR, Para U4105-B2, U4125-A3b(2), U4125-A3g, and U4540
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<b>What is a Mobil Unit?</b>	<p>Per Section 4-B-4 of the U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), a mobile unit is:</p> <ul style="list-style-type: none"><li>• Designated by the Commandant or his designee.</li><li>• Identified by individual OPFAC number.</li><li>• A unit whose members are not permanently assigned to a specific career sea pay eligible vessel, but who are expected to perform the unit's primary mission under way aboard several different career sea pay eligible vessels.</li></ul>
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<b>Types of Mobile Units</b>	<p>Mobile units include:</p> <ul style="list-style-type: none"><li>• Law Enforcement Detachments (LEDETs)</li><li>• Tactical Law Enforcement Teams (TACLETs)</li><li>• Law Enforcement Support Teams (LESUPs)</li><li>• Atlantic Area Fleet Training Groups (FTGs)</li><li>• Pacific Area Fleet Training Groups (FTGs)</li><li>• U. S. Forces Caribbean</li></ul>
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*Continued on next page*

**Section C**  
**METHODS OF PAYMENT**

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## **Payment of Mobile Unit Personnel, Continued**

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**Career Sea Pay Entitlement** Members assigned to mobile units are entitled to *continuous* career sea pay (and career sea pay premium, if otherwise eligible) on the same basis as members assigned to Coast Guard vessels, subject to two conditions:

<b>If the member is assigned</b>	<b>Then the member is</b>
to a mobile unit billet to perform tasks which are administrative in nature, and does not routinely deploy afloat	<b>NOT</b> entitled to continuous career sea pay.  <b>Note:</b> The member is entitled to career sea pay only when actually deployed. When the member is deployed, the PERSRU must be notified by the most efficient means available. Include the following information when notifying the PERSRU of the member's deployment: <ul style="list-style-type: none"><li>• Rate/Rank, name, SSN</li><li>• Effective date/time of deployment.</li><li>• Estimated length of deployment.</li></ul>
To a mobile unit <i>and</i> remains ashore for over 30 days (not including periods of leave).	<b>NOT</b> entitled to continuous career sea pay The member's entitlement to continuous career sea pay stops, and will not restart until the member again gets underway.

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**Subsistence Allowance for enlisted personnel** Members assigned to mobile units who receive BAS or SEPRATS at their permanent unit and go TAD to sea, will continue to receive BAS/SEPRATS while at sea. No transactions should be submitted to change the members' subsistence entitlement while on TAD.

If the member consumes meals while at sea at the TAD site, the member must pay the galley for meals provided. If the member does not pay the galley bill, the galley will send a Pay Adjustment Authorization (PAA), DD Form 139, to HRSIC for recoupment of the meal charges.

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**Per Diem while underway** Members issued TAD orders to a Government vessel are **NOT** entitled to per diem.

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*Continued on next page*

**Section C**  
**METHODS OF PAYMENT**

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## **Payment of Mobile Unit Personnel , Continued**

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<b>Certifying entitlement</b>	<p>To accomplish payment of continuous CSEAPAY, each member's eligibility must be certified <b>monthly</b> by the appropriate personnel:</p> <ul style="list-style-type: none"><li>• District (ole) staffs.</li><li>• Group Commanders.</li><li>• CO of the PACAREA TACLET.</li><li>• Regional TACLET Commanders.</li><li>• Senior CG liaison officer attached to Navy mobile units.</li></ul>
<b>Monthly Roster</b>	<p>A certification roster must be submitted within 3 working days after the first of each month and signed by the CO or Chief of the District Office (ole) staff, to the servicing PERSRU with the following information:</p> <ul style="list-style-type: none"><li>• Rate/Rank.</li><li>• SSN.</li><li>• Each member must be annotated that they either remain eligible for CSEAPAY or are ineligible for CSEAPAY effective (date).</li><li>• A copy of each member's ride sheet must be attached.</li></ul>
<b>Roster not received by PERSRU</b>	<p>If the monthly certification roster is not received by the fifth working day after the first of the month, the PERSRU will submit PMIS/JUMPS transactions to stop CSEAPAY on all members not certified.</p>
<b>Record keeping</b>	<p>The CO/staff chief signing the certification roster shall retain copies for 3 years and have it available for audit. The servicing PERSRU will retain the CO's monthly certification roster for 3 years and shall retain a copy of the mobile unit designation and designation removal document(s) for 3 years after removal of the designation for audit.</p>

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## **Section Overview**

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**Introduction**      This section explains the Inactive Duty Training (IDT) pay system, and gives policies, procedures and processes to guide the unit in support of reserve personnel.

**In this section**

<b>Topic</b>	<b>See Page</b>
IDT Prerequisites	6-D-2
The IDT Process	6-D-3
Drill Orders	6-D-5
Unit Attendance Record (UAR)	6-D-10
Waiver of Pension/Disability Compensation or Retired Pay	6-D-17
Annual Reserve Retirement Point Statement	6-D-19

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**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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## **IDT Prerequisites**

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<b>Introduction</b>	Before crediting a reservist with pay and/or points for IDT drills certain conditions must be met.
<b>Reference</b>	<ul style="list-style-type: none"><li>• Reserve Policy Manual, COMDTINST M1001.28 (series)</li><li>• Measuring the Contribution of Reserve Duty, COMDTINST 5310.3</li></ul>
<b>Drills must be scheduled</b>	Reservists must be scheduled to attend drills. Correspondence necessary to document attendance at drills include endorsed inactive duty drill orders and copies of Standard Travel Order for Military Personnel (CG-5131) for appropriate duty drills, and documentation of actual attendance at the drill (e.g., sign-in sheets, records of muster, endorsement on orders, etc.).
<b>Pay Status</b>	Reservists in a non-pay training/pay category (e.g. “H”) are not authorized payment for IDT drills. Single and multiple drills are normally scheduled IDT drills. Only a reservist assigned to a drilling unit and in a pay status, (e.g. A, B), are entitled to receive pay and points for IDT drills. Reservists assigned to a drilling unit in a non-pay status receive points only. Inputting a drill for pay <b>will not</b> override the reservist’s pay status.
<b>Appropriate Duty</b>	Appropriate duty (with or without pay) must be authorized by the Activity or ISC (fot). The authority for issuing appropriate duty orders without pay may be delegated to unit commanding officers. Appropriate duty with pay will override the training/pay category of the reservist when assigned to a <u>drilling unit</u> (not the IRR-87400 or ISL-87500), allowing the reservist to receive pay.

## The IDT Process

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### Introduction

Inactive duty reservists are paid by the PMIS/JUMPS system. This section was developed to help guide the field in the IDT processes.

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### Reference

- Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 2
  - Measuring the Contribution of Reserve Duty, COMDTINST 5310.3
  - Paperwork Management Manual, COMDTINST M5212.12
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### The IDT process

Stages of the IDT process.

Stage	Who does it	What happens
1	Unit	<ul style="list-style-type: none"><li>• Coordinate drill dates and location with member(s).</li><li>• Prepare and send drill orders to member(s) at least 2 weeks prior to drill dates. .</li></ul>
2	PERSRU	<ul style="list-style-type: none"><li>• Generate Unit Attendance Record from SDAII if the PERSRU uses the UAR for documenting drill attendance. Ensure pre-printed identification data is completed IAW 3PM, 6-D-10. Forward partially completed UAR to Unit via e-mail, fax or regular mail prior to next scheduled drill</li></ul>
3	Reservist	<ul style="list-style-type: none"><li>• Perform drill(s) as scheduled</li><li>• Ensure orders are endorsed by supervisor and give to unit ADMIN.</li><li>• Keep a personal copy of endorsed orders for your records.</li></ul>

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*Continued on next page*



**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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**The IDT Process,** continued

**The IDT  
process (cont.)**

4	<b>Unit</b>	<ul style="list-style-type: none"><li>• Endorse member's orders verifying that member completed drill(s) as ordered.</li><li>• Ensure that all amendments to orders are completed prior to reporting drills to the PERSRU.</li><li>• Report drill attendance to the PERSRU within 48 hours of drill completion via the Unit Attendance Record (UAR), or local form per COMDTINST 5310.3. The IDT Certification Sheet shown on page 6-D-16 may be used for members who drill "as directed" apart from the entire reserve group.</li><li>• Initial submission of the UAR, IDT Certification Sheets or other form may be E-mailed or faxed to the PERSRU to meet the 48 hour reporting requirement.</li><li>• File copy of drill orders in unit file for two years, then destroy.</li></ul>
5	PERSRU	<ul style="list-style-type: none"><li>• Verify proper completion of and signature on UAR, IDT Certification Sheet(s), or local form.</li><li>• Complete SDAII transactions for payment.</li><li>• Take action on Error Feedback Report.</li><li>• Maintain UAR, IDT Certification Sheets, or other form in files for 3 years then destroy.</li></ul>
6	HRSIC	<ul style="list-style-type: none"><li>• Ensure PMIS/JUMPS exceptions are corrected.</li></ul>

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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**Drill Orders**

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**Introduction**

The inactive duty pay cycle starts with the inactive duty drill orders. This section will discuss the rules for drill orders and provide the recommended format of group and individual IDT Drill Orders.

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**Reference**

- Reserve Policy Manual, COMDTINST M1001.28 (series)
  - Measuring the Contribution of Reserve Duty, COMDTINST 5310.3
- 

**Rules for  
Drill Orders**

Follow these rules for IDT drill orders:

- Prepare and send drill orders to member(s) at least 2 weeks prior to drill dates.
  - Only those reservists whose names are on inactive duty drill orders (with pay) and are in a good pay status, or who have been issued appropriate duty orders (with pay), are authorized to receive pay for periods of inactive duty.
  - If a reservist's name is not on the inactive duty drill orders when they are issued, and the reservist is later authorized by the commanding officer to perform duty on the date or dates covered by the orders, a written amendment to the order must be prepared and signed.
  - The unit must ensure that amendments to drill orders are made prior to submission of the UAR, IDT Certification, or local form to the PERSRU for SDAII entry.
- 

**Verbal Orders**

A reservist may be authorized to attend drills or perform appropriate duty verbally if written authorization cannot be prepared until after the duty has commenced. However, written amendments to the inactive duty drill orders or appropriate duty orders must contain a statement similar to the following:  
"These orders constitute written confirmation of verbal orders issued  
by \_\_\_\_\_ on \_\_\_\_\_."

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*Continued on next page*

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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## **Drill Orders**, Continued

### **Rules for reporting drills**

When reporting drills, you cannot report:

- Two single drills on the same day.
  - Two appropriate duty drills on the same day.
  - Appropriate duty drill and a single drill on the same day.
  - Appropriate duty drill and a multiple drill on the same day.
  - Appropriate duty drill without the CG-5131.
  - Two multiple drills on the same day.
  - Drills while a reservist is on ADT or while in a ADT travel status.
  - Drills over 90 days old, which are being reported for the first time, without a letter from the CO explaining why the drills were not reported at the time they were performed.
- 

### **Sample IDT Drill Orders**

IDT Drill Orders shall be in writing. As a minimum drill orders must include:

- Identification of the reservist by name
  - Dates and beginning/ending times of each drill for the period of the orders.
  - Location where each drill is performed.
  - The following pages contain recommended sample orders.
-

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

## Example of IDT Drill Order Letter (To Unit)

Commanding Officer  
United States Coast Guard  
Unit Name

Unit Address

Phone: ( )  
FAX: ( )

1321/1326  
Date

From: Commanding Officer, Unit  
To: "Unit Name" Reservists

Subj: MONTHLY INACTIVE DUTY FOR TRAINING (IDT) ORDERS

1. The following members are ordered to report as indicated below to perform IDT:

<u>Member Name</u>	<u>SSN</u>	<u>Drill Dates</u>	<u>Drill Times</u>	<u>Drill Location</u>
--------------------	------------	--------------------	--------------------	-----------------------

2. If emergency or unforeseen circumstances arise and you are unable to perform duty on the time and dates directed, you must notify your supervisor prior to the start of duty.

Signature of CO or as authorized By direction

Encl: (1) Order Endorsements

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

## Supervisor Endorsement on IDT Orders

RESERVIST NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_

Note: Refer to page 6-D-12 and 6-D-16 for most commonly used codes. For a complete list of "TYPE, CODE, and MEAL CODES, see COMDTINST 5310 (series)

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_\_

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_\_

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_\_

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_\_

I certify that the above named reservist completed drills as specified.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Name, Rank, (printed)

### MEMBER ENDORSEMENT

I certify that I have performed the drill(s) as indicated above.

\_\_\_\_\_  
Members Signature

Note: Ensure this Endorsement On Orders is signed by your supervisor and given to your unit ADMIN office for UAR/IDT Certification entries.

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

## Example of Amendment to IDT Drill Order Letter

Commanding Officer  
United States Coast Guard  
Unit Name

Unit Address

Phone: ( )

FAX: ( )

1321/1326

Date

From: Commanding Officer, Unit  
To: Reservist Name, SSN, USCG

Subj: AMENDMENT TO DRILL (IDT) ORDERS

Ref: (a) Inactive Duty For Training Drill Orders of \_\_\_\_\_  
(date)

1. Your orders contained in reference (a) are hereby amended to read as indicated below.

**Drill Dates                  Drill Times                  Drill Location**\_\_\_\_\_.

1. If you are unable to perform duty on the time and dates directed, you must notify your supervisor no less than 24 hours prior to the start of duty.

Signature of CO or as authorized By direction

**Encl: (1) Order Endorsements**

## **The Unit Attendance Record**

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### **Introduction**

- The Unit Attendance Record (UAR) can be used to record information on inactive duty training for pay and points accounting. For members who drill “as directed”, without their usual group, an IDT Certification Sheet shown on page 6-D-16, may be used to report drill completion.
- 

### **Documentation**

The UAR is prepared from the information contained on the inactive duty drill orders, including amendments, appropriate duty orders, and the informal attendance record.

Only those reservists who were ordered to perform drills or authorized to perform appropriate duty prior to commencement of the drill or appropriate duty may be given credit for attendance.

All entries of drills or appropriate duty recorded on the UAR must be supported by written inactive duty drill orders or written appropriate duty orders.

Retroactive authorization to attend drills or perform appropriate duty is not authorized.

The duty must be performed on the date specified in the orders.

The completed UAR, along with the written orders authorizing the duty and the attendance records supporting all drill entries, shall be provided to the official authorized to certify the UAR’s.

---

### **Guidelines for entering information on the UAR**

When completing the UAR it is important to follow these guidelines so that the reservist will receive proper credit for IDT.

- All entries must be typed or printed legibly.
- Do not use correction fluid, correction tape, or overwrite any mistakes or incorrect information.

Draw a line through mistakes or incorrect information and initial. Then enter the correct data in the next available space. If more space is needed, follow the procedures for listing more than 4 drill entries.

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*Continued on next page*

Section D  
PAYMENT OF INACTIVE DUTY RESERVISTS

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## The Unit Attendance Record, Continued

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**Procedure for listing more than 4 drill entries**

If you need to make more than 4 drill entries for a reservist, type or print legibly the identification data, items 1-6, for the reservist on a blank page at the end of the UAR and continue with the drill information.

---

**Program Codes**

Two program codes must be assigned when reporting a multiple drill. These codes may be identical only when appropriate.

- If a drill involved support of more than one program, assign the highest precedence program code per COMDTINST 5310.3 (series) as shown here in descending order:

1. Contingency and Surge Operations
  2. Operation Program Descriptions
  3. Support Program Descriptions
- 

**Pre-printed identification data**

The first six items on the UAR will be pre-printed by the PERSRU and forwarded to the unit prior to each drill if the unit selects this method of reporting drills. These items include: SSN, Name, Rank/Rate, Training Rate, Category/Classification, and Anniversary Date.

**Note:** Recently assigned personnel may not be listed and the unit will have to enter this information.

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*Continued on next page*



**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

## The Unit Attendance Record, Continued

### How to complete the UAR

Instructions for completing the UAR.

Item	Enter																												
SSN	Reservist’s SSN.																												
Name	Reservist’s last name, first and middle initial.																												
Rank/ Rate	Reservist’s rank or rate using up to five characters (e.g., LCDR, YN1).																												
Trn Rt	For E-3s who have NOT attended a Class “A” school or those personnel who have been authorized to prepare for a lateral change in rating, enter rate for which the member is training.																												
Anniv. Date	Reservist’s anniversary date in four digits, MMDD format (e.g., 1027).																												
Cat Cls	Reservist’s reserve category, class and pay category as prescribed in Section 10-B, RPM MANUAL.																												
Att Cd	Duty Type - The type of drill, see listing below.  <table><thead><tr><th>Type</th><th></th><th>Type</th><th></th></tr></thead><tbody><tr><td>Single Drill (w/pay)</td><td>S</td><td>Unexcused absence-single</td><td>P</td></tr><tr><td>Multiple Drill (w/pay)</td><td>M</td><td>Unexcused absence -multi</td><td>Q</td></tr><tr><td>Single Drill (w/o pay)</td><td>E</td><td>Excused Absence - Training</td><td>T</td></tr><tr><td>Multiple Drill (w/o pay)</td><td>D</td><td>Excused Absence - Other</td><td>X</td></tr><tr><td>Appropriate duty(w/pay)</td><td>A</td><td>Single Drill w/pay and a</td><td></td></tr><tr><td>Appropriate duty(w/o pay)</td><td>N</td><td>Single Drill w/o pay</td><td>F</td></tr></tbody></table>	Type		Type		Single Drill (w/pay)	S	Unexcused absence-single	P	Multiple Drill (w/pay)	M	Unexcused absence -multi	Q	Single Drill (w/o pay)	E	Excused Absence - Training	T	Multiple Drill (w/o pay)	D	Excused Absence - Other	X	Appropriate duty(w/pay)	A	Single Drill w/pay and a		Appropriate duty(w/o pay)	N	Single Drill w/o pay	F
Type		Type																											
Single Drill (w/pay)	S	Unexcused absence-single	P																										
Multiple Drill (w/pay)	M	Unexcused absence -multi	Q																										
Single Drill (w/o pay)	E	Excused Absence - Training	T																										
Multiple Drill (w/o pay)	D	Excused Absence - Other	X																										
Appropriate duty(w/pay)	A	Single Drill w/pay and a																											
Appropriate duty(w/o pay)	N	Single Drill w/o pay	F																										
Date	Date - The date of the drill in month/day format (e.g., 5/29).																												

*Continued on next page*

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

## The Unit Attendance Record, Continued

**How to complete the  
UAR, continued**

Item	Enter					
Prog Des1/ Prog Des2	Program Designations. The appropriate program designation code, see listing below.  <b>Note:</b> For a complete definition of these codes, see Enclosure (1) to COMDTINST 5310.3 (series).					
	<b>Operational</b>	<b>Code</b>	<b>Support</b>	<b>Code</b>	<b>Contingency and Surge Operations</b>	<b>Code</b>
	Short Range ATON	AN	Acquisition-General	AQ	Boating Safety	BC
	Boating Safety Activities	BA	Public and International Affairs	AB	Defense	DC
	Defense Operations	DO	Contingency Preparedness	AC	Law Enforcement	LC
	Ice Operations	IO	Research & Development	AD	Environmental	LC
	Law Enforcement	LE	Engineering & Logistics	AE	Aids to Navigation	NC
	Environmental Protection	ME	Financial Management, Supply and Inventory	AF	Port Safety and Security	PC
	Merchant Vessel Inspection and Documentation	MI	Structured Training- General	AT	Search & Rescue	SC
	Marine Licensing, Personnel & Causality Investigations	MP	Civil Rights- General	AH	Great Lakes - Summer Stock	GL
	Radio Navigation	NR	Security, CMC, Pubs.	AI	Space Program Support	SP
	Port Safety and Security	PS	Health Services	AK	Olympic Games Support (1996)	OC
	Search & Rescue	SR	Legal-General	AL		
	Vessel Traffic Services	VT	Operational Intelligence	AG		
			Personnel Support	AP		
			Safety and Occupational health	AS		
			Command, Control and Communications	AW		

*Continued on next page*

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

## The Unit Attendance Record, Continued

**How to complete the  
UAR, continued**

Item	Enter																
ML CD	Used to authorize payment of Commuted Rations (COMRATS) for enlisted reserve members when meals were not available to the member, either from a government mess or through commercial procurement. Use this table to determine which code to use: <table><tr><th>If the member is authorized COMRATS for</th><th>Then the code is</th></tr><tr><td>Breakfast Only</td><td>A</td></tr><tr><td>Lunch Only</td><td>B</td></tr><tr><td>Supper Only</td><td>C</td></tr><tr><td>Breakfast and Lunch</td><td>D</td></tr><tr><td>Lunch and Supper</td><td>E</td></tr><tr><td>Breakfast, Lunch and Supper</td><td>F</td></tr><tr><td>No entitlement</td><td>N</td></tr></table>	If the member is authorized COMRATS for	Then the code is	Breakfast Only	A	Lunch Only	B	Supper Only	C	Breakfast and Lunch	D	Lunch and Supper	E	Breakfast, Lunch and Supper	F	No entitlement	N
If the member is authorized COMRATS for	Then the code is																
Breakfast Only	A																
Lunch Only	B																
Supper Only	C																
Breakfast and Lunch	D																
Lunch and Supper	E																
Breakfast, Lunch and Supper	F																
No entitlement	N																
Pd Drl	The adjusted total of paid drills, overwriting the pre-printed number.																
Un Ex	The total unexcused absences for the member during the current anniversary year.																

**Signature** Follow the rules for Signature of Responsible Officer, Authority to sign, on page 1-7 of this manual.

**Attachments** Attach the following supporting documentation to the UAR

- Appropriate Duty orders

If travel allowances	Then send
are authorized,	a certified, endorsed copy of the CG-5131 with the UAR. <b>Note:</b> Send original to HRSIC (TVL) with travel claim.
are not authorized,	the original of the CG-5131 with the UAR.

- Letter, signed by the CO, for any drills over 90 days old explaining the reason the drills were not reported in a timely fashion.

Maintain original IDT Orders and a copy of Appropriate Duty Orders in unit file until two years old then destroy IAW Paperwork Management Manual, COMDTINST M5212.12.

*Continued on next page*

## The Unit Attendance Record, Continued

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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<b>Distribution</b>	Distribute the UAR within 48 hours of drill completion, as follows: <ul style="list-style-type: none"><li>• Original - PERSRU</li><li>• Copy - Group</li><li>• Copy - Unit</li></ul> <p><b>Note:</b> Initial submission of the UAR and IDT Certification Sheets may be e-mailed or faxed to the PERSRU to meet the 48 hour reporting requirement, followed by mailing the endorsed original.</p>
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<b>Correction to entries after forwarding to PERSRU</b>	Immediately notify the PERSRU, if there is a need to correct any entry on a UAR which has already been sent to or processed by the PERSRU.
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<b>IDT Certification Sheet</b>	The Inactive Duty for Training (IDT) Certification Sheet shown on the following page may be used to report/record Inactive Duty for Training when members drill “as directed”, without their usual group.
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*Continued on next page*

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

## IDT Certification Sheet

IDT CERTIFICATION SHEET					
Name ( <i>last, first, MI</i> ):		SSN ( <i>last four only</i> ):		Rank/Rate:	
Unit:		Cat Class ( <i>i.e.</i> <i>RQA</i> ):		Total Paid Drills this FY ( <i>excluding below</i> ):	
<b>INSTRUCTIONS:</b> Utilize this Inactive Duty for Training (IDT) Certification Sheet rather than the UAR, to report/record when a member drills "as directed", without their usual group. Once this form is signed by the Certifying Official immediately deliver it & a copy of the IDT Orders directly to the Servicing PERSRU.					
Drill Date	Attendance Code	Program Code #1	Program Code #2	Meal Code	PERSRU USE ONLY Date R985 Processed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
Attendance Codes	Operational Program Codes	Support Program Codes		Cont. & Surge Ops Program Codes	
S – Single Drill (w/pay) M – Multiple Drill (w/pay) E – Single Drill (w/o pay) D – Multiple Drill (w/o pay) A – RPM (Appropriate Duty) w/pay N – RPM (Appropriate Duty) w/o pay P – Unexcused absence - Single Q – Unexcused absence – Multiple T – Excused Absence – Training X – Excused Absence – Other F – Single Drill w/pay & a Single Drill w/o pay	AN – Short Range ATON BA – Boating Safety Activities DO – Defense Operations IO – Ice Operations LE – Law Enforcement ME – Environment Protection MI – Merchant Vessel Inspection & Documentation MP – Marine Licensing, Personnel & Casualty Investigations NR – Radio Navigation PS – Port Safety & Security SR – Search & Rescue VT – Vessel Traffic Services	AQ – Acquisition – General AB – Public & International Affairs AC – Contingency Preparedness AD – Research & Development AE – Engineering & Logistics AF – Financial Mgt, Supply & Inventory AT – Structured Training – General AH – Civil Rights – General AI – Security, CMC, Pubs AK – Health Services AL – Legal – General AG – Operational Intelligence AP – Personnel Support AS – Safety & Occupational Health AW – Command, Control & Comms		BC – Boating Safety DC – Defense LC – Law Enforcement LC – Environmental NC – Aids to Navigation PC – Port Safety & Security SC – Search & Rescue GL – Great Lakes – Summer Stock SP – Space Program Support OC – Olympic Games Support 1996	
CERTIFYING OFFICIAL SIGNATURE: I certify that this member performed training on the date(s) indicated above. I further certify in accordance with 37 U.S.C. 402(b) that this member received commuted rations while performing Inactive Duty for Training in at least eight hours on the above date(s) and that the above meals were not available to the member either from a government mess or through commercial procurement.					

**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

Signature of Certifying Official <i>(Include Name, Rank and Title):</i>	Date:
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## Waiver of Pension/Disability Compensation or Retired Pay

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**Introduction** Reservists who, by virtue of prior military service, are receiving compensation such as:

- a pension
- a disability compensation
- a disability allowance
- retired pay

are not entitled to receive military pay and allowances for periods of active duty, active duty for training or inactive duty unless they elect a waiver of VA compensation.

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**References**

- CG Pay Manual, Paragraph 12-B-3
- 10 U.S.C. 12316

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**Form for waiving VA compensation** The Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances (VA Form 21-8951) is used to elect a waiver of VA compensation.

- The VA Form 21-8951 is a onetime waiver of VA compensation and, once completed, remains in effect as long as the reservist is assigned to the ready reserve.
- 

**Compensation adjustment** Compensation waived is on the basis of 1 day of compensation for every inactive duty drill and/or for each day of active duty.

- Compensation will be adjusted after the end of each fiscal year.
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*Continued on next page*



**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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## **Waiver of Pension/Disability Compensation or Retired Pay ,** Continued

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**The waiver process**

This is how the process for waiving pension/disability compensation or retired pay works.

<b>Stage</b>	<b>Who does it</b>	<b>What happens</b>
1	Dept. of Veterans Affairs (VA)	Mails a VA Form 21-8951 to active reserve members who, at the end of the fiscal year are receiving VA compensation, and do not have a waiver on file
2	Member	Completes VA Form 21-8951 and forwards to local VA office
3	HRSIC	<ul style="list-style-type: none"><li>• Verifies the number of drills and active duty periods the member performed</li><li>• Provides totals to VA</li></ul>
4	VA	Adjusts member's VA compensation

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## Annual Reserve Retirement Point Statement

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**Discussion**      Annually, each selected reservist is issued an Annual Reserve Retirement Point Statement (CG-4175A). These statements are produced and distributed by HRSIC (CST) monthly. The monthly run produces a CG-4175A for selected reservists whose anniversary month is three months past. For example, in February 1998, HRSIC (CST) issues CG-4175As to all selected reservists whose anniversary month is in November 1997.

**Note:** HRSIC (CST) will also mail a copy of the CG-4175A to servicing PERSRUs at the same time a copy is sent to the selected reservist. PERSRUs shall review and file the most current year CG-4175A in Section 2 of the PERSRU PDR.

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**References**      Reserve Policy Manual, COMDTINST M1001.28 (series), Section 8.C.10  
Military Personnel Data Records (PDR) System, COMDTINST M1080.10D

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**Discrepancies on the CG-4175A**      Instructions on the CG-4175A advise the reservist to verify the entries on the CG-4175A. If an entry is incorrect, the reservist is instructed to identify the discrepancy, and:

If	Then
The discrepancy is in the reservist's current or prior anniversary or if there is an unpaid drill or ADT period.	<p>A report of discrepancy will be submitted by the member and sent to his/her servicing PERSRU.</p> <p><b>Note:</b> The following supporting documentation should be sent with the request:</p> <ul style="list-style-type: none"><li>• Endorsed ADT/IDT orders,</li><li>• CGHQ-4973A,</li><li>• CG-4175A,</li><li>• correspondence course completion letters,</li><li>• Any other supporting documentation</li></ul>

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*Continued on next page*

Section D  
PAYMENT OF INACTIVE DUTY RESERVISTS

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## Annual Reserve Retirement Point Statement, Continued

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**Discrepancies  
on the  
CG-4175A,  
continued**

If an entry is incorrect on the CG-4175A, the reservist is instructed to identify the discrepancy, and:

If	Then
The discrepancy is in an older anniversary year.	<p>A report of discrepancy will be submitted by the member and sent to HRSIC (CST).</p> <p><b>Note:</b> The following supporting documentation should be sent with the request:</p> <ul style="list-style-type: none"><li>• Endorsed ADT/IDT orders,</li><li>• CGHQ-4973A,</li><li>• CG-4175A,</li><li>• correspondence course completion letters,</li><li>• Any other supporting documentation</li></ul>

**CG-4175A not  
received by the  
member**

If the CG-4175A is not received by the member or the member is requesting a copy of the CG-4175A, then the member should request a copy from his/her servicing PERSRU.

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**CG-4175A not  
received by the  
PERSRU**

If a copy of the CG-4175A is not available at the PERSRU, then the PERSRU must request a copy from HRSIC (CST). The request can be by E-mail and must contain the following information on the member:

- Name
- SSN
- Current mailing address

**Note:** If member has moved since retiring or separating, please ensure the member's current address is correct and in the records.

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**Section A**  
**ALLOTMENTS AND BONDS**

## Nonreceipt of an Allotment or Bond , Continued

### Procedures (continued)

When allotment type is	Then the ....	Does this ....		
Savings Bond	Member	For non-receipt of savings bonds, members must wait 30 days from expected delivery date then:		
		<ul style="list-style-type: none"><li>• Sends an E-mail message to HRSIC (DC) using the E-mail address --“HRSICBONDS” with the following information:<ul style="list-style-type: none"><li>• member’s SSN</li><li>• member’s name (last, first, mi)</li><li>• member’s rank</li><li>• member’s unit</li><li>• approximate issue date of bond</li><li>• face value of bond</li><li>• name and SSN of bond owner (if the member is not the owner)</li><li>• mailing address of lost bond</li><li>• correct mailing address</li></ul></li></ul>		
		<b>If</b>	<b>Then</b>	<b>And</b>
		the member does not have access to E-mail	Complete a Nonreceipt Worksheet, CG HRSIC-2050 (from Enclosure (1) of this manual)	Mail to HRSIC (DC)
	for lost, stolen, or mutilated savings bonds:			
		<ul style="list-style-type: none"><li>• Obtains Bureau of the Public Debt (BPD) Form PD-3062 from any banking institution, or HRSIC (DC)</li><li>• Forwards completed PD-3062 to BPD (instructions and address are on the form)</li></ul>		
HRSIC (DC)		<ul style="list-style-type: none"><li>• Verifies bond information</li><li>• Forwards appropriate BPD form to member</li></ul>		
Member		Completes form and forwards directly to BPD		

## Section B TAXES

### State Tax Listing, Continued

State and contact phone number	Authorized to Have SITW Withheld From Military Members	Tax Withholding Form State Requires	State Tax Office Address
North Carolina (919) 733-4684	Yes	State Form NC-4	State of North Carolina Department of Revenue Income Tax Division P.O. Box 25000 Raleigh, NC 27640
North Dakota (701) 224-3450	Yes	Federal Form W-4 *	State of North Dakota Office of the Tax Commissioner State Capitol Bismarck, ND 50505
Ohio (614) 346-6712	Yes	State Form IT-4	State of Ohio Department of Taxation Columbus, OH 43215
Oklahoma (405) 521-3125	Yes	Federal Form W-4 *	Oklahoma Tax Commission Income Tax Division 2501 Lincoln Boulevard Oklahoma City, OK 73194
Oregon (503) 378-4988	Yes	Federal Form W-4 *	Oregon Department of Revenue Audit Division Revenue Building Salem, OR 97310
Conditions for exemption from state tax: See rules for Connecticut.			
Pennsylvania (717) 787-8333	Yes	Federal Form W-4 *	Commonwealth of Pennsylvania Department of Revenue Harrisburg, PA 17105
Conditions for exemption from state tax: See rules for Connecticut.			
Puerto Rico	Yes (If stationed outside the U.S.)	Form 499R-4.1	Director, Income Tax Division Treasury Department P.O. Box S-4515 San Juan, PR 00901
<b>Note:</b> Filing of a tax return and payment of personal income tax may be required. It is the member's responsibility to contact the state tax authority to determine tax liability.			
Rhode Island (401) 277-2905	Yes	Federal Form W-4 *	Department of Administration Division of Taxation 289 Promenade Street Providence, RI 02908
South Carolina (401) 277-2905	Yes	Federal Form W-4 *	South Carolina Tax Commission Office Services Division P.O. Box 125 Columbia, SC 29214
South Dakota	NO STATE INCOME TAX		
Tennessee (615) 741-3133	No (exempts all active duty military pay)		State of Tennessee Department of Revenue Franchise, Excise & Tax Division Andrew Jackson State Office Building Nashville, TN 37242

\* These states use Federal W-4 annotated "For SITW Purposes Only".

*Continued on next page*

**Section B  
TAXES**

## State Tax Listing, Continued

State and contact phone number	Authorized to Have SITW Withheld From Military Members	Tax Withholding Form State Requires	State Tax Office Address
Texas	NO STATE INCOME TAX		
Utah (801) 530-4848	Yes	Federal Form W-4 *	State Tax Commission of Utah 160 E 300 South 147 State Capitol Salt Lake City, UT 84134
Vermont (802) 828-2865	Yes	Federal Form W-4 *	State of Vermont Vermont Department of Taxes Business Tax Division P.O. Box 547 Montpelier, VT 05601-0547
Conditions for exemption from state tax: If member is on active service and is stationed outside the state.			
Virginia (804) 367-8055	Yes	State Form VA-4	Commonwealth of Virginia Department of Taxation P.O. Box 760 Richmond, VA 23206
Washington	NO STATE INCOME TAX		
West Virginia (304) 558-3333	No		State Tax Department Taxpayer Services Division Charleston, WV 25305
<b>Note:</b> Filing of a tax return and payment of personal income tax may be required. It is the member's responsibility to contact the state tax authority to determine tax liability.			
Wisconsin (608) 266-1961	Yes	Federal Form W-4 *	Wisconsin Department of Revenue P.O. Box 8906 Madison, WI 53708
Wyoming	NO STATE INCOME TAX		

**\* These states use Federal W-4 annotated "For SITW Purposes Only".**

## Information about the W-2 Form and how to request a duplicate or corrected W-2 Form

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### Mailing of IRS Form W-2

IRS Form W-2s are mailed no later than 31 January of each year. To allow for reasonable mailing and forwarding due to address changes, reporting of lost or missing W-2 forms should be after 15 February.

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### Ensuring Tax Mailing Address is correct

To furnish the member with a timely IRS Form W-2, the member should:

- Take care of address changes promptly (submit a PCS Reporting Worksheet upon reporting to new unit or a BAH/Housing Worksheet to change tax mailing address within 1 week of address change).
- Notify Post Office if late December, so W-2 can be forwarded.
- Ensure all addresses comply with prescribed postal address standards.

**Note:** Information about mailing addresses:

- To comply with Postal regulations and to receive mailing discounts, addresses contained in PMIS/JUMPS are ran through a monthly postal standard address conversion program.
- The postal data base does not recognize that numerous Coast Guard units may reside at a given address. For instance, in Portsmouth, there are several units located at 4000 Coast Guard Blvd. For single members living in barracks or shipboard berthing, the unit's name may be part of the address.
- To ensure proper delivery, the unit's name must be entered at the BEGINNING of the street information on the Tax Mailing Address transaction and the accurate 9 digit zip code must also be entered.
- If the unit's name is at the end of the street information or as part of the city/town information or the 9 digit zip code was not entered, the unit's name will be deleted by the monthly postal address conversion program.

**Example of Good Address:** ISC (BEQ) 4000 CG Blvd  
Portsmouth, VA 23703-2199

**Example of Bad Address:** 4000 CG Blvd ISC (BEQ)  
Portsmouth, VA 23703-2199

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*Continued on next page*

## Information about the W-2 Form and how to request a duplicate or corrected W-2 Form, Continued

### For members entering the Coast Guard late in the calendar year

If transactions to access a member into PMIS/JUMPS do not properly process until after the PMIS/JUMPS end month compute December polling cutoff, the member will not receive a W-2 for the yearmbr entered the Coast Guard.

**For example:** A member enlists on 16 December 1997, but was not paid by PMIS/JUMPS until 15 January 1998. The member will not receive a W-2 for 1997. The taxable wages earned by the member during calendar year 1997 will be reported on the member's 1998 IRS Form W-2 (as per IRS regulations).

### Taxable wages are reported when paid vice when earned

For example, an E-5 serves aboard a Career Sea Pay eligible vessel from 12 to 16 December 1997, but the member does not receive payment for the Career Sea Pay earned in 1997 until 15 January 1998. Per IRS regulations, the taxable income is reported on the IRS Form W-2 for 1998.

### General information regarding the IRS Form W-2

General information regarding each block on the IRS Form W-2 can be found on the reverse of "Copy C for Employee's Records". Below is information concerning blocks 13.Q, 13.T, and 15 of the IRS Form W-2:

Block	Information about the block
13.Q	<p><b>Earned Income Credit (EIC):</b> Pay earned in a combat zone, Basic Allowance for Housing Type II, the value of in-kind quarters and subsistence are all earned income that is not taxed but must be reported as EIC. These amounts are listed in Block 13 under code "Q". Basic guidelines for how to calculate the EIC is as follows:</p> <ul style="list-style-type: none"><li>• <b><u>EIC contains a subsistence amount equal to enlisted Separate Rations (SEPRATS)</u></b> regardless of the subsistence entitlement received during the year or whether the member is an officer or enlisted. For example, an enlisted member stationed aboard a cutter with an established dining facility does not receive SEPRATS. However, the value of in-kind subsistence contained in Block 13Q will contain an amount equal to the daily rate of SEPRATS. For 1997, an enlisted member stationed aboard a cutter for the entire year will receive subsistence in the amount of \$7.36 a day (365 X \$7.36 = \$2,686.40).</li></ul>

*Continued on next page*



## Information about the W-2 Form and how to request a duplicate or corrected W-2 Form, Continued

**General  
information  
regarding the  
IRS Form W-2,  
Continued**

Below is information concerning blocks 13.Q, 13.T, and 15 of the IRS Form W-2, continued:

Block	Information about the block
13.Q, cont	<ul style="list-style-type: none"><li>• <b>EIC contains a BAH amount</b> and is more complicated than the subsistence calculation. EIC reflects BAH Type II with dependents for the periods the member received:<ol style="list-style-type: none"><li>(1) BAH with dependents;</li><li>(2) Assigned to family type quarters;</li><li>(3) BAH Type II without dependents and BAHDiff simultaneously and;</li><li>(4) Assigned to single quarters while receiving BAHDiff, i.e., receiving BAH Diff while assigned to Unaccompanied Leased Housing;</li><li>(5) BAH Diff.</li></ol>EIC reflects BAH Type II without dependents for the periods the member received:<ol style="list-style-type: none"><li>(1) BAH Partial only (no BAH Diff);</li><li>(2) BAH Type II without dependents (no BAHDiff);</li><li>(3) Assigned to single quarters and not receiving BAHDiff (i.e., has no dependents and is assigned to Unaccompanied Leased Housing).</li></ol></li><li>• <b>Combat tax exclusion.</b> For enlisted and warrant officers, all taxable military pay items earned by a member during a month while serving in a combat zone are excluded from federal and state taxation. As a result, these amounts are included in EIC. For officers, only the amount taxable of military pay (which is equal to the current base pay rate for an E-10) is included.</li></ul> <p><b>Note:</b> IRS Publication 3, Armed Forces' Tax Guide and Publication 596, Earned Income Credit, provide information pertaining to and guidance on how to apply for EIC.</p>
13.T	Adoption Assistance Benefits. Qualified adoption expenses paid by the Coast Guard are not subject to federal income tax withholding.

*Continued on next page*

## Information about the W-2 Form and how to request a duplicate or corrected W-2 Form, Continued

### General information regarding the IRS Form W-2, Continued

Below is information concerning blocks 13.Q, 13.T, and 15 of the IRS Form W-2, continued:

Block	Information about the block
15	<ul style="list-style-type: none"><li>For active duty members, IRS regulations require the “Pension Plan” block be checked.</li><li>For reserve members, the “Pension Plan” block will only be checked if the member served on active duty, other than for training, for more than 90 days. If the cumulative active service during the calendar year was less than 91 days, the “Pension Plan” block will not be checked on the reserve member’s IRS Form W-2.</li></ul>

### How to request a duplicate IRS Form W-2

To receive a duplicate W-2 form for the previous year, the member must:

Step	Action	
1	Review address on December LES (Block #22).	
	If	Then
	correct	the unit submits a request (E-mail, FAX, letter, etc.) to HRSIC (SES) after 15 February indicating: <ul style="list-style-type: none"><li>lost, destroyed or did not receive.</li><li>member's name, and SSN.</li></ul>
	incorrect	<ul style="list-style-type: none"><li>contact prior unit/residence and request the W-2 form be forwarded.</li><li>contact PERSRU to update current mailing address.</li></ul>
2	If after 15 February the W-2 has not been located or is lost; the member's unit or PERSRU submits request (E-mail, FAX, letter, etc..) to HRSIC (SES) including: <ul style="list-style-type: none"><li>member's name and SSN.</li><li>mailing address for duplicate W-2.</li><li>reason why block #22 was not updated with current address and action taken to update address or</li><li>if W-2 was lost or destroyed indicate "lost".</li></ul>	
3	Upon receipt of request, HRSIC (SES) will reissue W-2 within 14 days.	

*Continued on next page*

**Section A**  
**PERFORMANCE**

## How to complete Enlisted Performance Evaluation Forms , Continued

### Completing the EPEF (cont'd)

Step	Action																		
7	<p>The supervisor, marking official and approving official must darken in one oval for a mark of not recommended or recommended. The Progressing oval has been discontinued as per ALDIST 189/98.</p> <div><table><tr><td>SUPERVISOR:</td><td><input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed</td></tr><tr><td>MARKING OFFICIAL:</td><td><input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended</td></tr><tr><td>APPROVING OFFICIAL:</td><td><input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended</td></tr></table></div> <ul style="list-style-type: none"><li>• All members marked not recommended will not receive a SWE.</li><li>• All evaluations completed in the spring are for the November SWE cycle.</li><li>• Evaluations completed in the fall are for the May SWE cycle.</li><li>• Reservists are evaluated one time per year in May for the October SWE cycle.</li></ul>	SUPERVISOR:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed	MARKING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	APPROVING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended												
SUPERVISOR:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed																		
MARKING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended																		
APPROVING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended																		
8	<p>The EPEF <b>must</b> have four signatures for processing.</p> <ol style="list-style-type: none"><li>1. The supervisor</li><li>2. Marking official</li><li>3. Approving official</li><li>4. Member</li></ol> <p><b>Reminder:</b> <u>Do not</u> use red ink! The Progressing and Performance Qualification blocks are not used, as per ALDIST 189/98.</p> <div><table><tr><td>SUPERVISOR:</td><td><input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed</td><td>DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</td></tr><tr><td></td><td></td><td>Signature _____ Rate/Rank _____ Date _____</td></tr><tr><td>MARKING OFFICIAL:</td><td><input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended</td><td>I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</td></tr><tr><td></td><td></td><td>Signature _____ Rate/Rank _____ Date _____</td></tr><tr><td>APPROVING OFFICIAL:</td><td><input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended</td><td><input type="radio"/> Concur <input type="radio"/> Do not concur; changes made <input type="radio"/> Counseling/CG-3307 Documentation for 1, 2, and 7's required <input type="radio"/> Counseling required (specify areas) _____</td></tr><tr><td></td><td></td><td>Signature _____ Rate/Rank _____ Date _____</td></tr></table><p>MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE EVALUATION FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I (DO) (DO NOT) REQUEST A COPY OF MY EVALUATION. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL. <input type="radio"/> I do not desire to participate in the next service wide examination.</p></div>	SUPERVISOR:	<input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed	DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.			Signature _____ Rate/Rank _____ Date _____	MARKING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.			Signature _____ Rate/Rank _____ Date _____	APPROVING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	<input type="radio"/> Concur <input type="radio"/> Do not concur; changes made <input type="radio"/> Counseling/CG-3307 Documentation for 1, 2, and 7's required <input type="radio"/> Counseling required (specify areas) _____			Signature _____ Rate/Rank _____ Date _____
SUPERVISOR:	<input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed	DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.																	
		Signature _____ Rate/Rank _____ Date _____																	
MARKING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.																	
		Signature _____ Rate/Rank _____ Date _____																	
APPROVING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	<input type="radio"/> Concur <input type="radio"/> Do not concur; changes made <input type="radio"/> Counseling/CG-3307 Documentation for 1, 2, and 7's required <input type="radio"/> Counseling required (specify areas) _____																	
		Signature _____ Rate/Rank _____ Date _____																	

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## **Administrative Review of the EPEF**

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**Introduction**      Everyone involved in the enlisted evaluation process has a responsibility to ensure the form is properly completed.

- An audit of the form will ensure the form scans properly the first time.

Remember, the critical nature of the EPEF demands that members, Commands, PERSRUs, and processing points adhere strictly to these guidelines to provide the best service to the member being evaluated.

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**Reasons the EPEF rejects**      Listed below are several reasons the EPEF will be rejected by the optical scanner. Pay special attention to these areas during your review of each form.

- Wrong period ending date/wrong evaluation reason -- Bar code label is used for transfer, advancement or other reason code.
  - Too many marks in field -- Occurs when the rating chain properly changes a factor mark but fails to erase the original mark completely.
  - No marks in field -- When a bar code label is not used, all corresponding ovals must be darkened. One oval per factor must be darkened.
  - Need supporting CG-3307.
  - Pay grade does not match -- The unit marks the member for semi annual evaluation when in fact the member advanced at an earlier date.
  - No signature -- The supervisor, marking official and approving official must sign the form.
  - Missing evaluatee signature -- Self explanatory. The member's signature is mandatory. If the member will be unavailable at the end of the marking period, ensure enough lead time in EPEF preparation to obtain the signature by mail if necessary. This guidance applies to the evaluation of Reserve personnel in particular.
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## **Administrative Review,** Continued

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**Unit  
Responsibility**

Any form that is improperly completed will be returned to the unit for correction.

**Note:** If the member has transferred; it is the unit's responsibility to forward the EPEF to the new Command.

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**If you need  
more  
information or  
assistance**

Any questions concerning the Enlisted Evaluation Form should be referred to HRSIC(ADV) at 785-357-3400 or E-Mail to ADV.

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**ENCLOSURE 1  
FORMS AND WORKSHEETS**

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## **Forms and Worksheets**

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**Forms and  
Worksheets**

This is a listing of forms and worksheets as they appear in this Enclosure. All of the worksheets and forms contained in this Enclosure are for local reproduction.

<b>Form Number</b>	<b>Form Name</b>
DD Form 2494	Uniformed Services Active Duty Dependent Dental Plan (DPP) Enrollment Election
DD Form 2494-1	Supplemental Uniformed Services Active Duty Dependent Dental Plan (DPP) Enrollment Form
DD Form 2648	Preseparation Counseling Checklist
CG-5489	Waiver/Remission Application
CG-5489A	PERSRU's Endorsement Waiver/Remission Application
CG-5489B	Financial Statement
CG HRSIC-1160	Centralized First Term Reenlistment Review (CFTRR), Application
CG HRSIC-1900	Retired Pay Projection Request
CG HRSIC-2000	PCS Departing Worksheet
CG HRSIC-2001	Departing TAD or PCS/TEM DUINS to "A" School Worksheet
CG HRSIC-2005	PCS Reporting Worksheet
CG HRSIC-2010	Advances Worksheet
CG HRSIC-2015	Pay Delivery Worksheet
CG HRSIC-2020	Dependency Worksheet
CG HRSIC-2020A	Support Statement
CG HRSIC-2020B	Full-Time Student Statement
CG HRSIC-2020C	Former Spouse Statement
CG HRSIC-2025	BAH/Housing Worksheet
CG HRSIC-2030	Career Development Worksheet
CG HRSIC-2035	Family Separation Allowance (FSA) Worksheet

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**ENCLOSURE 1**  
**FORMS AND WORKSHEETS**

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## **Forms and Worksheets, Continued**

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**Forms and  
Worksheets,  
continued**

This is a listing of the forms and worksheets as they appear in this Enclosure, continued:

<b>Form Number</b>	<b>Form Name</b>
CG HRSIC-2040	Allotment Worksheet
CG HRSIC-2045	Career Intentions Worksheet
CG HRSIC-2050	Nonreceipt Worksheet
CG-HRSIC-2055A	Reserve Retirement Transfer Request
CG HRSIC-2060	Bond Worksheet
CG HRSIC-2070	TAD Travel Request/Authorization Worksheet
CG HRSIC-5100	Officer Uniform Allowance Claim Worksheet
CG HRSIC-7210	Designation as Payment Approving Official (PAO)

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Department of Transportation U.S. Coast Guard CG-3453 (Rev. 7/98)	<h2 style="margin: 0;">REQUEST FOR RESERVE ORDERS</h2>		
<b>Section I</b> - Member: Complete Blocks 1-17. This form should be submitted at least <b>45</b> days prior to desired active duty date. See instructions on reverse.			
1. Name (last, first, MI):	2. SSN (last four digits only):	3. Rank/Rate:	
4. Permanent Duty Station:	5. Current Home Address (Street, Apt#, City, State, Zip, Home Phone):  Address change requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Type of Duty (✓ block) <input type="checkbox"/> ADT-AT (12 days or less) <input type="checkbox"/> ADSW-RC <input type="checkbox"/> ADT-AT(13 days >) <input type="checkbox"/> ADSW-AC② <input type="checkbox"/> RMP (Appropriate Duty) <input type="checkbox"/> ADT-OTD			
Regional ISC (pf) approval required, see Section IV. ② Commands must complete Section III for these orders.			
7. Duty Site (include OPFAC):	8. Reporting time/date:	9. Departing time/date:	10. Duration:
11. Purpose of Orders (i.e., OJT, Special Ops, etc.)	12. Non-Consecutive? <input type="checkbox"/> If yes, indicate periods below, continue in Block 23:		
13. No. of ADT-AT days completed this FY:	14. Pay Status (✓ block): <input type="checkbox"/> Pay & Allowances <input type="checkbox"/> Non-Pay (Points only)	15. Quarters, Messing, and Per Diem (✓ blocks): <input type="checkbox"/> Quarters Available <input type="checkbox"/> Messing Available <input type="checkbox"/> Per Diem requested <input type="checkbox"/> Quarters Not Available <input type="checkbox"/> Messing Not Available      (See Block 21.)	
16. Travel Status (Select either Privately Owned Conveyance (POC), Commercial or Local Travel and specify if you hold a Gov't Charge Card):			
A. <input type="checkbox"/> POC	From:	To:	Total Mileage:
B. <input type="checkbox"/> Commercial Trans	From:	To:	Est. Cost:
C. <input type="checkbox"/> Local Travel Reimbursement	D. Do you hold a Government Travel Charge Card? <input type="checkbox"/> Yes <input type="checkbox"/> No		
17. Member Signature/Certification: <input type="checkbox"/> I request a copy of my orders to be mailed to the address in Block 5 or FAXed to:			Date:
*I HEREBY CERTIFY that there has been no material change in the conditions of dependency since the last submission of Form CG-4170A, BAH/DEPENDENCY/ EMERGENCY DATA AND SGLI VALIDATION, and that allowances paid me for support of my dependents since that date have been valid and correct to the best of my knowledge.* Contact your command and/or servicing PERSRU if dependency status has changed.			
<b>Section II</b> - Command Approval: Complete blocks 18-22			
18. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> See Remarks	Supervisor Signature:		Date:
19. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> See Remarks	Dept./Div. Head Signature:		Date:
20. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> See Remarks	CO/Approving Official Signature:		Date:
21. Per Diem Authorized: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Block 24		22. Program Code:	

Continued on Reverse



## Instructions

Item	Explanation
1.	Enter your Full Name: Last, first, and middle Initial
2.	Enter the last four digits of your Social Security Number
3.	Enter your rank or rate, i.e., LCDR, YN2, PSC, etc.
4.	Enter your Permanent Duty Station (include staff symbol), i.e., STA Rockland, MSO Houston, MLC PAC (lc), etc.
5.	Enter current Home Mailing Address: Street, Apt#, P.O. Box, City, State, Zip, & Home phone # (work phone # optional). Check box if you desire to have your LES address changed to address indicated in Block 5.
6.	Indicate what type of duty is to be performed. ADT-AT over 12 days, ADSW-RC, ADT-OTD and RPM <u>must</u> be approved by Regional ISC (pf). ADSW-AC: Accounting Data and Document ID (TONO) must be entered in Section III by the command funding the ADSW-AC, and a copy of CG-3453 must be forwarded to Regional ISC (pf). If you are attending a "C" School, e.g., CPO Academy, Mentoring Course, TQM Training, you must attach a completed TAD Travel Request, CG HRSIC-2070.
7.	Enter the Duty Site and OPFAC where duty is to be performed.
8.	Enter Reporting Time and Date, note alternate dates in Block 23.
9.	Enter Departing Time and Date, note alternate dates in Block 23.
10.	Enter the total duration of duty in days.
11.	Enter Purpose of Orders, i.e., OJT, Special Operations, Course of Instruction, etc. Do not use this form to request a "C" School, use form CG-5223.
12.	Enter Non-consecutive periods (if known), continue in Block 23 if necessary. Report all Non-Consecutive AD utilizing Non-Consecutive AD Endorsement Sheet (CG-5131A).
13.	Enter total days of ADT-AT performed so far in the fiscal year in which this request is submitted.
14.	Elect either pay or non-pay. Indicate any other variation of pay in Block 23.
15.	Enter the quarters and messing availability at the Duty Site cited in Block 7. If quarters and messing are <u>not</u> available you may be entitled to Per Diem. Your Commanding Officer must approve the entitlement to Per Diem in Block #21.
16.	Select appropriate type of travel: 16.A. Enter total round trip mileage between Duty Site and Home or Airport and Home 16.B. Enter total cost of round trip commercial transportation fare (government rate). 16.C. Check if Local Travel. 16.D. Indicate if you hold a Government Travel Charge Card.
17.	Sign and date form. Check box if you desire a copy of your orders to be mailed to the address in Block 5 or Faxed to a provided number.
18.-20.	Command approval/disapproval. If request is disapproved explain in Remarks (Block 23).
21.	Command approval of Per Diem. Commands should contact servicing (pf) for funding approval (except for ADSW-AC). Include estimated cost in block 24.
22.	Command shall enter "Program Code" as listed in Section 6-D of the Personnel & Pay Procedures Manual, HRSIC M1000.2 (series)
24.	Enter Accounting Data and Document ID funding for the ADSW-AC or Per Diem. 24.A. Signature of person authorized to approve funding.
25.	ISC (pf) use Only.

23. Remarks:

## Section III - Document ID and Accounting Data

24. If applicable, provide Document ID and Accounting Data below:

	DIST	APPN CODE	LIM CODE	ALLOT FUND	PRGM ELEMENT	COST CENTER	OBJECT CLASS	TYPE	FY	TONO	SUFFIX	EST COST
P&A								72				
FICA								72				
TVL												

24A. Approving Official Signature:

Date:

## Section IV - ISC (pf)/fot Approval

25. ☐ Approved  
☐ Disapproved  
☐ See Remarks

Authorizing Official Signature: (Name, Title, &amp; Phone)

Date:

26. PERSRU Action Completed

Date:



Department of Transportation U.S. Coast Guard CG-5131A		<b>NON-CONSECUTIVE ACTIVE DUTY ENDORSEMENT SHEET</b>	
Name ( <i>last, first, MI</i> ):		SSN ( <i>last four only</i> ):	Rank/Rate:
Document ID (TONO):	Duty Site:		Duration of AD:
<b>MEMBER RESPONSIBILITIES/INSTRUCTIONS:</b> Performing and receiving pay and allowances for Non-Consecutive ADT-AT, ADT-OTD, ADSW-AC, ADSW-RC requires a separate PMIS action each time you report and depart your duty site. Therefore, you must ensure your Commanding Officer or an authorized official endorses this form and immediately notifies your Servicing PERSRU upon <u>reporting</u> for each period of Non-Consecutive AD. Notification to the PERSRU may be done by either E-MAIL or FAXing a copy of this endorsement sheet. Furthermore, this endorsement sheet is considered a part of your original orders. It is your responsibility to retain this original sheet during the entire period of AD. Upon completion of Non-Consecutive AD your unit shall forward this form to your Servicing PERSRU.			
<b>Date Active Duty Performed</b>	<b>Authorizing Official Signature</b> ( <i>Include Name, Rank, Title, and Date</i> )	<b>PERSRU USE ONLY</b> Date R990 Processed	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

<b>Department of Transportation</b> U. S. Coast Guard CG -5489B (Rev. 01-98)		<h1 style="text-align: center;">FINANCIAL STATEMENT</h1>	
<p><b>Privacy Act Statement:</b> This information is collected under 10 USC 2774, 14 USC 461, and EO 9397 and is used when considering remission of indebtedness. Failure to provide your social security number will not affect your application; however, failure to provide the other information may prevent favorable consideration of your application.</p>			
<b>Part I: INFORMATION COMPLETED BY MEMBER</b>			
Name (Last, First, M. I.)		Rank/Rate	SSN
<b>DEPENDENTS</b>			
NAME AND ADDRESS	AGE	RELATIONSHIP	% OF SUPPORT
<b>APPLICANT'S MONTHLY INCOME AND EXPENSES</b>			
MONTHLY INCOME	AMOUNT	MONTHLY EXPENSES	AMOUNT
Basic Pay	\$	FITW	\$
Basic Allowance for Housing		SITW	
Basic Allowance for Subsistence		FICA Tax	
Aviation Career Incentive Pay		Rent/House Payment	
Career Sea Pay		Utilities	
Clothing Maintenance Allowance		Telephone	
Other (Specify)		Food	
		Clothing	
		Insurance	
		Car Expenses (Operating)	
Total	\$	School	
MONTHLY INSTALLMENT PAYMENT		Medical/Dental	
Item	Expires	Amount	Forfeitures of Pay
Car			Child Support/alimony
Furniture			Other (Specify)
Other (Specify)			Other (Specify)
Total	\$	Total	\$
<b>RECAP OF TOTAL MONTHLY INCOME</b>			
Total Pay and Allowances			\$
Total monthly installment payments		\$	
Total monthly expenses		\$	
Total monthly obligations (Installment payments and expenses)			\$
Net income (Total income less total monthly obligations)			\$

Spouse's net income	\$	OTHER ASSESTS	
Other net income	\$	Approximate value of any real estate owned other than home	\$
Applicant's net income (from page 1)	\$	Average balance of your bank account	\$
Total family net monthly income	\$	Approximate value of stocks, bonds and other securities	\$
		TOTAL	\$
I make the foregoing statements as a part of my application with full knowledge of the penalties for willfully making a false statement. 18 USC 1001 provides a penalty as follows: A maximum fine of \$10,000 or a maximum imprisonment of 5 years or both.			
SIGNATURE OF APPLICANT		DATE	Date application received by Member's Commanding Officer
<b>Part II: INFORMATION COMPLETED BY COMMANDING OFFICER</b>			
Are amounts provided by the member reasonable for your locale? Explain any concerns you have with amounts reported.			
Do you believe hardship is an appropriate consideration in the member's application? Provide your opinion on the extent of hardship and recommend a monthly collection rate.			
Signature		Rank/Rate	Date
Name and Title			

<b>Department of Transportation</b> U. S. Coast Guard CG HRSIC-1160 (Rev. 09/98)	<b>CENTRALIZED FIRST TERM REENLISTMENT REVIEW (CFTRR), APPLICATION</b>																							
1. Name (last, first, MI)		2. Rate (MK3, SN, etc.)	3. SSN																					
4. Current Duty Station (DI/OPFAC)		5. Servicing PERSRU (DI/OPFAC/RU)																						
6. Work Phone (Including Area Code)		7. Home Phone (Including Area-Code)																						
8. <b>I Request authorization to reenlist in the U. S. Coast Guard:</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/> <b>YES</b> </div> <div style="text-align: center;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/> <b>NO</b> </div> </div>																								
9. Should I not be selected for retention by the CFTRR panel and retraining is offered, I desire retraining in the following area (only one category can be chosen - - should you not desire retraining, select category #6):  <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <b>Choice:</b>   <input style="width: 80px; height: 60px; border: 1px solid black;" type="text"/> </div> <table border="1" style="margin-left: 20px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Category</th> <th style="padding: 5px;">Classification</th> <th style="padding: 5px;">Rating Specialties</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">Aviation</td> <td style="padding: 5px;">AD, AE, AM, ASM, AT</td> </tr> <tr> <td style="padding: 5px;">2</td> <td style="padding: 5px;">Engineering</td> <td style="padding: 5px;">DC, EM, MK</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">Operations</td> <td style="padding: 5px;">BM, MST, QM</td> </tr> <tr> <td style="padding: 5px;">4</td> <td style="padding: 5px;">Technical</td> <td style="padding: 5px;">ET, FT, GM, RD, RM, TT</td> </tr> <tr> <td style="padding: 5px;">5</td> <td style="padding: 5px;">Pers Support</td> <td style="padding: 5px;">HS, PA, SK, FS, YN</td> </tr> <tr> <td style="padding: 5px;">6</td> <td style="padding: 5px;">Not Applicable</td> <td style="padding: 5px;">Do not desire retraining</td> </tr> </tbody> </table> </div>				Category	Classification	Rating Specialties	1	Aviation	AD, AE, AM, ASM, AT	2	Engineering	DC, EM, MK	3	Operations	BM, MST, QM	4	Technical	ET, FT, GM, RD, RM, TT	5	Pers Support	HS, PA, SK, FS, YN	6	Not Applicable	Do not desire retraining
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1	Aviation	AD, AE, AM, ASM, AT																						
2	Engineering	DC, EM, MK																						
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4	Technical	ET, FT, GM, RD, RM, TT																						
5	Pers Support	HS, PA, SK, FS, YN																						
6	Not Applicable	Do not desire retraining																						
10. Member's Signature			11. Date																					
12. Command Endorsement: <b>In accordance with applicable Coast Guard directives:</b> <div style="margin-top: 10px;"> <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/> <b>Yes</b> - - This member is eligible/recommended for Reenlistment   <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/> <b>No</b> - - This member is not eligible/recommended for Reenlistment            (Refer to Chapter 3.B of this manual and 12.B.5 of the PERSMAN, COMDTINST M1000.6A, for additional requirements)         </div>																								
13. Commanding Officer's Signature			14. Date																					
15. Return completed application to: <div style="margin-left: 20px;"> <b>COMMANDER (epm-1)            COAST GUARD PERSONNEL COMMAND            ROOM 4415, ATTN: CFTRR PANEL            2100 SECOND ST., S.W.            WASHINGTON, DC 20593-0001</b> </div>																								

(reverse blank)



<b>Department of Transportation</b> U. S. Coast Guard CG HRSIC-2000 (Rev. 10-98)		<h2 style="margin: 0;">PCS Departing Worksheet</h2>																
SSN	Name (Last, First, MI)	Permanent Unit																
<b>PURPOSE:</b> Use this form to indicate the amount of leave desired, the number of dependents traveling, the make and model of the Privately Owned Conveyance(s) that will be driven (or shipped) to the permanent duty station and the type of advances requested. If you have any questions, <b>TALK TO YOUR YEOMAN.</b>																		
UNIT	New Duty Station	Authorized Proceed Time	Authorized Travel Time															
	Date to report _____ or date to depart _____ (as specified by issuing authority)																	
	Does member meet obligated Service? (see 4-C CG PERSMAN)	Yes	No	If no, complete and attach a Career Intentions Worksheet (CG-HRSIC-2045)														
MEMBER	Date to depart unit _____ I request _____ days of leave.  My current leave balance is: _____																	
	<b>Leave Address</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>																	
	Phone #																	
	Ž List dependents traveling. If traveling on a different date as member, enter date _____.																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Dependent Name</th> <th style="text-align: left;">Relationship</th> <th style="text-align: left;">DOB/DOM</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Dependent Name	Relationship	DOB/DOM													<b>CAUTION: ONLY REQUEST DEPENDENT TRAVEL ADVANCES FOR CONFIRMED MEMBERS OF YOUR FAMILY WHO WILL ACTUALLY TRAVEL TO YOUR NEW PDS. OTHERWISE DELAY RECEIPT OF SUCH DEPENDENT TRAVEL ADVANCES AND DLA UNTIL TRAVEL IS CONFIRMED.</b>	
	Dependent Name	Relationship	DOB/DOM															
Ž I will be traveling via listed POV (may be authorized two).																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Year</th> <th style="text-align: left;">Make/Model</th> <th style="text-align: left;">Tag Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Year	Make/Model	Tag Number													
Year	Make/Model	Tag Number																
Ž I will be shipping a POV (authorized one), from _____ to _____ (Overseas or INCONUS with COMDT approval only) Enter year, make, model and tag number above.																		
[ ]	Advance Pay	# months requested (max. of 3); or, _____ specific amount requested	Liquidation period (12 months is max., 24 with CO approval due to hardship caused by PCS, see reverse): # of months _____															
[ ] Advance Pay and Allowances <b>Note:</b> Advance can only cover missed paydays.																		
[ ] *Advance Dislocation Allowance (DLA) <b>Note:</b> Single members must obtain certification that gov't qtrs are not available																		
[ ] *Advance MALT plus Per Diem for POC Travel		From	To															
[ ] *Advance Dependent MALT plus Per Diem		From	To															
[ ] Government Procured Transportation [ ] Mbr [ ] Dpns		From	To															

\*Note: When requesting advance travel or DLA, complete and attach an Application for Advance of Funds (form SF-1038)

*Continued on*

reverse →



<b>MISCELLANEOUS</b>		
Do you currently live in government quarters?	Yes	No
Do you hold a government Charge Card?	Yes	No
Do you hold a government Impact Visa card?	Yes	No
<b>Household Goods -</b> Contact your servicing Transportation Officer (T.O.P.S site) to arrange for shipment of household goods  <b>Temporary Lodging Expense (TLE)</b> Authorized to members and their dependents when it is necessary for them to occupy temporary lodging. TLE is authorized for a total of 10 days for CONUS to CONUS and OUTCONUS to CONUS transfers. TLE is authorized for a total of 5 days for CONUS to OUTCONUS transfers. TLE may be utilized before departing the old PDS, during the elapsed time between PDSs (not including travel days for which per diem is payable), after arrival at the new PDS, or a combination equal to the authorized total.  <b>Temporary Lodging Allowance (TLA)</b> Authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodgings outside the continental U. S. which do not have facilities for preparing and consuming meals. The overseas commander will determine if it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they arrive at an overseas PDS. TLA may also be authorized upon departure from and overseas PDS for a period not to exceed 10 days.  <b>Advance Pay</b> A maximum of 3 months pay or specified amount not to exceed 3 months pay may be requested. Repayment of advance is by payroll deduction and will normally not exceed 12 months. Repayment of Advance Pay in excess of 12 months can only be authorized by your CO and only in the case of severe personal financial hardship caused by the PCS transfer. Attach your letter requesting repayment in excess of 12 months and your CO's endorsement to this worksheet.  <b>Advance Pay &amp; Allowances</b> You must be absent over at least one payday while en route under PCS orders and you <b>CANNOT BE ON DIRECT DEPOSIT</b> . Your commanding officer must approve this request. Repayment will be made as accrued. This means one months advance pay and allowance will result in two missed paydays. The advance can only cover paydays that you will miss while en route.		
<b>TRAVEL ADVANCES</b>		
<b>Government Procured Transportation -</b> Government purchased airline tickets for you and/or your dependents <b>Malt -</b> Authorized for the official distance of the PCS transfer at the following rates: (Reference JFTR U5105) (as determined by the official Table of Distance Guide)		
<div style="display: flex; justify-content: space-around;"> <div> ♦ \$0.15 per mile = 1 traveler  ♦ \$0.17 per mile = 2 travelers </div> <div> ♦ \$0.19 per mile = 3 travelers  ♦ \$0.20 per mile = 4 travelers </div> </div>		
<b>Per Diem -</b> Authorized for each authorized day of travel time in connection with a PCS transfer, as follows: (Reference JFTR U5105 and U5210)		
<div style="display: flex; justify-content: space-around;"> <div> ♦ \$50.00 per day for the member  ♦ \$37.50 per day for each dependent 12 years and older </div> <div> ♦ \$25.00 per day for each dependent under 12 years old  ♦ \$50.00 a day for a dependent, if traveling separate from the member </div> </div>		
<b>DLA -</b> Payable to members in receipt of PCS orders at a rate of 2 ½ months BAH Type II. (Reference JFTR U5600) With dependents - payable when the dependents relocate in connection with the PCS, otherwise at the without dependent rate if government quarters are not assigned at new unit. Without dependents - payable if not be assigned to government quarters. However, advance DLA cannot be paid until you have confirmation releasing you from mandatory government quarters assignment at your new unit.		
<b>Privacy Act Statement:</b> In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate member's intentions during travel to next permanent duty station. Routine Uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive advances.		
<b>Member Initials _____: I understand that all travel advances applied for herein will be compared to actual travel performed when I submit my final PCS Travel Claim. If advances exceed entitlement for MBR or DEPN travel actually performed (or not), I can expect recoupment of such travel advance, including DLA.</b>		
Member's Signature	Date:	<b>For PERSRU Use Only</b>  Command Checklist for Overseas Screening Verified by PERSRU Supervisor (if applicable): Initials: _____   Date: _____  Action Completed Initials: _____   Date: _____
Supervisor's Signature	Date:	
Department Head's Signature	Date:	
Command Approval	Date:	

<b>Department of Transportation</b> <b>U. S. Coast Guard</b> <b>CG HRSIC-2001 (03-98)</b>		<b>DEPARTING TAD OR PCS/TEM DUINS</b> <b>TO “A” SCHOOL WORKSHEET</b>	
SSN	Name (Last, First, MI)		Permanent Unit Departing From
Date Departing	“A” School Departing To		“A” School OPFAC
<b>PURPOSE:</b> Use this form for member’s ordered to class “A” school.			
<b>MEMBER’S UNIT (Part 1)</b>			
Step	Verify	Completed	
1	Does member have a disqualifying condition (NJP, Court Martial or Civil conviction, indebtedness).	Ž Yes Ž No	
2	Has member failed or refused a urinalysis drug test.	Ž Yes Ž No	
3	Has member received a Conduct mark below 3, or a characteristic average less than 3 in any dimension.	Ž Yes Ž No	
4	Is member physically qualified for transfer.	Ž Yes Ž No	
5	Does member meet Coast Guard weight standards.	Ž Yes Ž No	
6	Does member meet obligated service requirements (if no, complete and attach a Career Intentions Worksheet CG HRSIC-2045)	Ž Yes Ž No	
7	Is a performance evaluation needed and been completed.	Ž Yes Ž No	
8	Has the member been counseled on and received appropriate travel funds.	Ž Yes Ž No	
<b>MEMBER’S PERSRU (Part 2)</b> Complete the following SDA II transactions as applicable			
9	Change BAH (P606) if member terminates government quarters.	Ž Yes Ž No Ž NA	
10	Tax Information-Mailing Address (L6EB).	Ž Yes Ž No Ž NA	
11	Change Allotment Address (P800).	Ž Yes Ž No Ž NA	
12	Payment Option Election (L6GB).	Ž Yes Ž No Ž NA	
13	Obligated Service (Expiration of Enlistment/End of Service Event).	Ž Yes Ž No Ž NA	
14	Depart/Report ADT (R990) for Reserve members on active duty less than 140 days.	Ž Yes Ž No Ž NA	
15	PCS Departing Event (L68B) for Reserve members on active duty 140 days or more.	Ž Yes Ž No Ž NA	
16	Advance Pay or Advance Pay and Allowances (H605).	Ž Yes Ž No Ž NA	
17	Administrative Change of Persru (D100/VDE 47) For TAD orders over 60 days.	Ž Yes Ž No Ž NA	
18	TAD Event (P620) upon departure for TAD over 60 days and mbr’s permanent unit provided RIK.	Ž Yes Ž No Ž NA	
19	Family Separation Allowance (L6BB) FSA-T after departure for TAD over 60 days.	Ž Yes Ž No Ž NA	
20	Leave Authorization (L63B) for TAD over 60 days to record leave enroute to “A” School.	Ž Yes Ž No Ž NA	
21	Stop Pay and Allowances (P625) to stop sea or foreign duty pay on 31 <sup>st</sup> day of TAD.	Ž Yes Ž No Ž NA	
22	TAD Event (P620) upon return from TAD (if mbr’s permanent unit subsistence entitlement was partial BAS).	Ž Yes Ž No Ž NA	
23	Family Separation Allowance (L6BB) stop FSA-T upon return from TAD, if applicable.	Ž Yes Ž No Ž NA	
24	PCS Departing Event (L68B) for transfer to member’s new unit.	Ž Yes Ž No Ž NA	
25	Review and Mail PDR for member’s TAD over 60 days only.	Ž Yes Ž No Ž NA	
<b>PRIVACY ACT STATEMENT</b> In accordance with 5 USC Section 522a(e)(3), the following Information is provided to you when supplying personal information to the U. S. Coast Guard. Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate member’s intentions during travel to next duty station. Routine Uses - Same. Disclosure - Disclosure of this information is voluntary; however, without disclosure the member may not receive advances or correct pay entitlements.			
Command/Unit Approval (Part 1 verified and complete)			Date
PERSRU Auditor Signature (Part 2 Review and Approval of transactions verified and complete)			Date

<b>Department of Transportation</b> U. S. Coast Guard CG HRSIC-2020 (Rev. 01-98)		<h2 style="text-align: center;">Dependency Worksheet</h2>	
SSN	Name (Last, First, MI)		Permanent Unit
<b>PURPOSE:</b> Use this form to add/delete BAH eligible dependent(s) listed on your CG-4170A.			
<b>EMERGENCY DATA:</b> Report changes in beneficiaries and other emergency data information by updating/completing a CG-4170A.			
<b>DEERS:</b> When reporting dependency changes you must also complete a DD-Form-1172 at your servicing ID card issuing facility to update the DEERS database. When adding dependents, failure to update DEERS will result in denial of medical/dental benefits. When deleting dependents, failure to update DEERS could result in continued deductions of premiums for the Family Member Dental Plan (FMDP) or medical/dental benefits being provided to a person who is no longer eligible.			
Add dependent, (see documentation requirements on reverse side)		Delete dependent (Attach copy of Separation Agreement, Final/Interlocutory Reason: _____ Divorce/Annulment decree or death certificate if applicable)	
Name (Last, First, MI):			SSN:
Address (Street, City, State, Zip):			
AC & Home Phone:		AC & Work Phone:	Relationship:
Date of Birth:	Dependency Date:	Date of Marriage:	Notify in case of emergency?
If spouse is in the service provide: SSN (above) Branch: _____ Duty Station: _____			
If the dependent child does not reside with you provide: Amount of support \$_____ Date of divorce/separation: _____			
Name of Custodian _____ Method of support _____			
Add dependent, (see documentation Requirements on reverse side)		Delete dependent (Attach copy of Separation Agreement, Final/Interlocutory Reason: _____ Divorce/Annulment decree or death certificate if applicable)	
Name (Last, First, MI):			SSN:
Address (Street, City, State, Zip):			
AC & Home Phone:		AC & Work Phone:	Relationship:
Date of Birth:	Dependency Date:	Date of Marriage:	Notify in case of emergency?
If spouse is in the service provide: SSN (above) Branch: _____ Duty Station: _____			
If the dependent child does not reside with you provide: Amount of support \$_____ Date of divorce/separation: _____			
Name of Custodian _____ Method of support _____			
<b>PRIVACY ACT STATEMENT</b> In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 37 USC Section 403. Principal Purpose(s) - Used to indicate start or change in dependency. Routine uses - same. Disclosure - Disclosure of this information is voluntary, but without disclosure inaccuracies may occur with member's current dependent status, which in turn may effect the member's pay.			
Member's Signature		Date:	<b>For PERSRU Use Only</b>
Command Approval		Date:	Action Completed Date: _____ Initials: _____

Supporting documentation requirements are listed on the reverse side of this worksheet→

<b>DEPENDENCY DOCUMENTATION REQUIREMENTS</b>			
<b>RULES:</b>	<ul style="list-style-type: none"> <li>◆ The member must furnish documentary proof of dependency.</li> <li>◆ Unless otherwise specified, legible photostatic copies or properly notarized legible copies of original documents are acceptable.</li> <li>◆ Costs associated with obtaining, certifying or translating documents are the responsibility of the member. Documents will be returned to the member.</li> <li>◆ To delete a dependent, submit divorce or annulment decree, death certificate, etc...</li> <li>◆ To add a dependent submit the appropriate documentation as indicated below.</li> </ul>		
<b>Relationship</b>	<b>And</b>	<b>Documentation to be submitted</b>	<b>See PAYMAN Section</b>
<b>SPOUSE</b>	U. S. MARRIAGE	Marriage certificate	3-E-3.a.
	*FOREIGN MARRIAGE	Translated marriage certificate and CG-4170A	3-E-3.a.
	*COMMON LAW	Affidavit and CG-4170A	3-E-3.a.(1)
	PREVIOUSLY MARRIED	Final divorce/annulment decree	3-E-3.a.(2)
<b>LEGITIMATE CHILD</b>		Birth certificate	3-E-3.b.
<b>ADOPTED CHILD</b>		*Amended birth certificate and adoption decree (final or interlocutory)	3-E-3.d.(1)
<b>CHILD PLACED FOR ADOPTION</b>		*Birth certificate, court order, and documents from placement agency	3-E-3.d.(2)
<b>STEPCHILD</b>		Birth certificate, marriage certificate and spouse's divorce decree	3-E-3.e.
<b>ILLEGITIMATE CHILD</b>	MEMBER-MOTHER HAS CUSTODY	Birth certificate	3-E-3.f.(1)
	MEMBER FATHER HAS CUSTODY	Birth certificate, proof of parentage, and CG-4170A	3-E-3.f.(2)
	*MEMBER-MOTHER DOES NOT HAVE CUSTODY	Birth certificate, support statement (CG HRSIC-2020A), and CG-4170A	3-E-2.e.(3)
	*MEMBER-FATHER DOES NOT HAVE CUSTODY	Birth certificate, proof of parentage, support statement (CG HRSIC-2020A), and CG-4170A	3-E-2.e.(3)
<b>WARD</b>	*DEPENDENT ON THE MEMBER FOR OVER ½ OF SUPPORT	Support statement (CG HRSIC-2020A), birth certificate, court order, and CG-4170A.	3-E,
<b>CHILD OVER AGE 21</b> Legitimate, Illegitimate, adopted, stepchild or ward	*INCAPACITATED	Doctor's statement, birth certificate, support statement (CG HRSIC-2020A), court order or adoption decree, and CG-4170A	3-D-4.b.(5), 3-E-2.f.(1) Figure 3-8, Note 6
	FULL TIME STUDENT UNDER AGE 23	Birth certificate, support statement (CG HRSIC-2020A) support statement for full-time student (CG HRSIC-2020B), proof of full-time student status, court order or adoption decree (if necessary)	3-E-3.c.(2)
<b>PARENT, PARENT-IN-LAW, PARENT IN LOCO PARENTIS, STEPPARENT, PARENT BY ADOPTION</b>	*DEPENDENT ON THE MEMBER FOR OVER ½ OF SUPPORT	Support statement (CG HRSIC-2020A), statement showing member's financial contributions for the past six months, and CG-4170A	3-E-3.g.

Note: For all children, proof of support is also required if the child is not in the custody of the member.

(\*) These claims must be reviewed and approved by CO, HRSIC (LGL). Send this form along with other supporting documentation to your PERSRU first. They will update your CG-4170A form and forward it to HRSIC for approval.  
**Do not send this form directly to HRSIC.**

## BAH/Housing Worksheet

SSN

Name (Last, First, MI)

Permanent Unit

**PURPOSE:** Use this form to indicate current housing status.

### SPOUSE INFORMATION

If you are married to a military service member, enter spouse information:

SSN				Pay Grade			
Spouse's Branch of Service	<input checked="" type="checkbox"/> USCG	<input checked="" type="checkbox"/> USAF	<input checked="" type="checkbox"/> USA				
	<input checked="" type="checkbox"/> USN	<input checked="" type="checkbox"/> USMC	<input checked="" type="checkbox"/> Other				
Spouse's duty zip code and duty unit							
Do you maintain a joint residence? Yes No							
Spouse BAH status	<input checked="" type="checkbox"/> with dep	<input checked="" type="checkbox"/> without dep	<input checked="" type="checkbox"/> partial	<input checked="" type="checkbox"/> none			

### HOUSING INFORMATION

My current housing address is:  
(enter below)

☒ I want this address used as my mailing address on my LES  
(block 22)

Note: If you have dependents and they do not reside with you at this address, attach a separate sheet with their complete address and zip code.

Address			
City			
State	Zip Code		

My status is: (enter below)

<input checked="" type="checkbox"/> Living at my own cost			
<input checked="" type="checkbox"/> CG owned housing	<input checked="" type="checkbox"/> DOD owned housing		
<input checked="" type="checkbox"/> CG leased housing	<input checked="" type="checkbox"/> DOD leased housing		
<input checked="" type="checkbox"/> CG barracks or shipboard berthing	<input checked="" type="checkbox"/> DOD barracks or shipboard berthing		

### PRIVACY ACT STATEMENT

In accordance with 5 USC Section 522a(e)(3), the following Information is provided to you when supplying personal information to the U. S. Coast Guard.

Authority - 14 USC Section 632 and 37 USC Section 403a. Principal Purpose (s) - Used to indicated current housing status and to validate the amount of member's BAH Payment.

Disclosure - Disclosure of this information is voluntary, but without disclosure member may not receive correct payment of BAH.

Member's Signature

Date:

**For PERSRU Use Only**

Command Approval

Date:

Action Completed  
Date: \_\_\_\_\_

Initials: \_\_\_\_\_

<b>Department of Transportation</b> U. S. Coast Guard CG HRSIC-2030 (Rev. 08-98)		<h2 style="margin: 0;">Career Development Worksheet</h2>													
SSN	Name (Last, First, MI)	Permanent Unit													
<b>PURPOSE:</b> Use this form to request change in pay grade, advancement/change in rating (without participating in SWE) and to report course completion, or add or delete a qualification code.															
<b>I Request:</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input type="checkbox"/> Advancement to pay grade:  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>_____ E-2</span> <span>_____ E-3</span> <span>_____ E-4</span> </div> <input type="checkbox"/> to change my path of advancement to:  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>_____ SN</span> <span>_____ FN</span> </div> </div> <div style="width: 45%; text-align: right;"> <input type="checkbox"/> to be restored to my prior pay grade.         </div> </div>															
<b>Part II: INFORMATION COMPLETED BY UNIT</b>															
<b>Member must meet the appropriate criteria listed in Chapter 5-C, CG Personnel Manual</b>															
<input checked="" type="checkbox"/>	Has completed all required performance qualifications, military requirements and correspondence courses.	<input checked="" type="checkbox"/>	Is in proper path of advancement.												
<input checked="" type="checkbox"/>	Has successfully completed service course (Class "A" school) if required for particular rating.	<input checked="" type="checkbox"/>	Meets special requirements for rating.												
<input checked="" type="checkbox"/>	Meets citizenship or security clearance	<input checked="" type="checkbox"/>	Meets citizenship or security clearance requirements for rate or rating.												
<input checked="" type="checkbox"/>	Is not involved in circumstances which render him/her ineligible for advancement (i.e., member meets weight requirements, etc.).	<input checked="" type="checkbox"/>	Has no factor mark on last evaluation that is below the minimum requirement for pay grade.												
<input checked="" type="checkbox"/>	Member is recommended	<input checked="" type="checkbox"/>	Member is not recommended												
		Signature of Supervisor (Ensure Advancement Evaluation is submitted, if applicable)	Date:												
<b>Enter the course title:</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 45%;">Course Title</th> <th style="width: 25%;">6-Digit Course/PMIS Code</th> <th style="width: 15%;">Date Begun</th> <th style="width: 15%;">Date Ended</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				Course Title	6-Digit Course/PMIS Code	Date Begun	Date Ended								
Course Title	6-Digit Course/PMIS Code	Date Begun	Date Ended												
<b>Enter Award or Qualification Code:</b> <div style="display: flex; justify-content: space-between;"> <span>Adding _____</span> <span>Deleting _____</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 60%;">Award or Qualification Code</th> <th style="width: 20%;">Effective Date</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>				Award or Qualification Code	Effective Date										
Award or Qualification Code	Effective Date														
<b>Privacy Act Statement:</b> In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to request a change in pay grade. Routine use(s) - Used to update and delete qualification codes, and to report course completion. Disclosure of this information is voluntary.															
Member's Signature	Date:	<b>For PERSRU Use Only</b>													
Command Approval (Ensure Advancement Evaluation has been completed, if applicable)	Date:	Action Completed Date: _____	Initials: _____												

<b>Department of Transportation</b> U. S. Coast Guard CG HRSIC-2045 (Rev. 04/98)		<h1 style="margin: 0;">Career Intentions Worksheet</h1>	
SSN	Name (last, first, MI)	Permanent Unit	
<b>PURPOSE:</b> Use this form is to convey career intentions to the PERSRU. If you wish to remain with the service, complete Extension/Reenlistment and Leave sections. If your intentions are to separate from the service, complete Separation and Leave sections. Complete a Preseparation Counseling Checklist (DD-2648) also.			
<b>Answer these questions. If no, contact your career counselor</b>			
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
Has your unit conducted a 6 month predischage interview and completed a Preseparation Counseling Checklist (DD-2648) (required if separating)?			
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
Have you been advised on the subject of SRB eligibility?			
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
If you are currently serving on your first enlistment, have you submitted a CFTRR application?			
<h2 style="margin: 0;">EXTENSION/REENLISTMENT SECTION</h2>			
<b>Note:</b> Per COMDTINST 1040.10 (series), you cannot reenlist/extend beyond the Professional Growth Point for your pay grade.			
<b>I plan to....</b>  ___ extend ___ reenlist	<b>For # of yrs (Note: if reenlisting, the minimum is 3 years)</b>  ___2yrs ___3yrs ___4yrs ___5yrs ___6yrs ___ Other:	<b>Effective date of Extension/Reenlistment</b>	
Person administering the oath for extension agreement/reenlistment: Name: _____ Rank: _____ Title: _____			
<b>REASON FOR EXTENSION/REEXTENSION OF ENLISTMENT:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">           ___ REQUEST OF INDIVIDUAL            ___ SCHOOL TRAINING REQUIREMENT            ___ OBLIGATED SERVICE FOR TRANSFER(INCONUS/OUTCONUS)            ___ PARTICIPATION IN TUITION ASSISTANCE PROGRAM            ___ OBLIGATED SERVICE FOR RETIREMENT         </div> <div style="width: 48%;">           ___ AUTHORIZED BY COMMANDER CGPC            ___ OBLIGATED SERVICE FOR ADVANCEMENT            ___ OBLIGATED SERVICE FOR SRB BONUS            ___ COMPLETION OF CRUISE ABORD VESSEL            ___ OTHER (SPECIFY): _____         </div> </div>			
<h2 style="margin: 0;">SEPARATION SECTION</h2>			
	<b>I am being discharged involuntarily</b>		
	<b>I want to be discharged (military obligation completed)</b>		
	<b>I want to be discharged (military obligation completed) and enlist into the Coast Guard Reserve for _____ Years.</b>		
	<b>I want to be released from active duty (military obligation not completed).</b>		
	<b>Retire as directed by COMDT ltr dated _____.</b> I will perform travel to: _____ My home of selection is: _____ I understand I have up to one (1) year to make/choose my home of selection. (Note: Have you taken your Retirement Package? If no, contact your unit admin office.)		
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
Have you had a physical examination within the last year? <b>Note:</b> If your answered "No", you must complete a physical prior to your separation.			
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
Do you want health care coverage under the Continued Health Care Benefit Program (CHCBP)? You may contact the CHCBP Administrator at 1-800-809-6119 for information on the program.			
I will perform travel to my (check one): ___ Home of Record ___ Place of Enlistment/Acceptance ___ Will not be moving			
Mode of travel will be (check one): ___ POC ___ Gov't Ticket		I request advance travel SF Form 1038 is attached ___ Yes ___ No	

*Continued on reverse®*

**LEAVE SECTION**

**Note:** If your leave balance is greater than 60 days at the end of September, you may lose the remaining balance if not taken prior to the start of the next fiscal year.

- If your leave plans change after completing this worksheet, immediately notify your PERSRU. **I desire to:**

- ☐ sell \_\_\_\_\_ days of leave.
- ☐ take terminal leave starting \_\_\_\_\_
- ☐ take leave prior to my separation for periods listed below

**Enter inclusive leave dates** (continue on separate page if necessary):

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

☐ more leave dates on separate page

**Enter your final mailing address: (This is where your W-2 will be mailed next year.)**

Address \_\_\_\_\_ City \_\_\_\_\_  
 County \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip Code \_\_\_\_\_

☐ Yes ☐ No Request copy 6 of my DD-214 be sent to State of \_\_\_\_\_ Director of Veterans' Affairs.

**Enter name and address of a relative to be contacted if you cannot be reached at the final mailing address:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip Code \_\_\_\_\_

**FOR RETIREMENT ONLY:**

☐ I have been authorized by CGPC EPM/OPM to utilize retirement processing station permissive orders IAW CGPERSMAN Art 12.C.1.d.

☐ I have been approved by my command to utilize 10 days permissive temporary duty IAW CGPERSMAN Art 12.C.1.e.

Note: Take in the following order: terminal leave, processing point permissive orders, 10 days permissive temporary duty. The 10<sup>th</sup> day of permissive temporary duty is the last day of active duty. Contact your admin office for assistance in determining your departure date when using any combination of the above.

Terminal leave dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Processing Point: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Permissive Temp Duty: From: \_\_\_\_\_ To: \_\_\_\_\_ (last day ACTDU)

**PRIVACY ACT STATEMENT**

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard:

Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate a member's career intentions. Routine uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member's career intentions may not be known which may cause document processing and pay problems.

Member's Signature	Date:	<b>For PERSRU Use Only</b>	
Command Approval	Date:	Action Completed Date: _____	Initials: _____



## RESERVE RETIREMENT TRANSFER REQUEST

**Section I - Completed by Member:** Complete Blocks 1-15 & submit this form at least **90 days** prior to desired transfer date.  
Please Print or Type

1. Name (last, first, MI):	2. SSN:	3. Rank/Rate:
4. Permanent Duty Station & OPFAC:	5. Current Home Address (Street, Apt #, City, State, Zip):  Address Change Requested? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. I Request Transfer To: <input type="checkbox"/> RET-2 (Retired Awaiting Pay at Age 60) Transfer is effective on the 1 <sup>st</sup> day of month requested. <input type="checkbox"/> RET-1 (Retired with Pay) Transfer is effective on your 60 <sup>th</sup> birthday  Effective Date of Transfer: _____ <b>Note:</b> No Drills or ADT will be authorized or approved after the above Effective Date of Transfer.	7. I plan to drill/have drilled on the following dates and status: Dates ADT-AT/ADSW-AC/etc _____ _____ _____	
8. Expiration of Enlistment date is: _____ Current Date	9. Highest Paid Paygrade Held: _____ Paygrade	
10. Home Telephone Number: ( ) Work Telephone Number: ( )	If you <b>HAVE NOT</b> received your "20" year Satisfactory Service Letter, ensure you meet the requirements for retirement prescribed in Chapter 8-C-1 of the Reserve Policy Manual COMDINST M1001.28	
11. <input type="checkbox"/> <b>Yes, I Do</b> wish to have a retirement ceremony (see Instructions for Block 11 on reverse)  <input type="checkbox"/> <b>No, I Do Not</b> want a retirement ceremony	12. I Do _____ Do Not _____ have a spouse.  My spouses name on her/his certificate of appreciation should read:	
13. Member's Signature:	14. Date:	

### Section II - Approval

**15. COMMAND APPROVAL:**

☐ Approved for transfer to RET-2 \_\_\_\_\_ RET-1 \_\_\_\_\_ ☐ Disapproved for transfer to RET-2 \_\_\_\_\_ RET-1 \_\_\_\_\_

Reason:

\_\_\_\_\_

Supervisor Signature (Include Name, Rank, Title)

Date

**16. ISC (pf) \_\_\_\_\_ APPROVAL:**

☐ Approved for transfer to RET-2 \_\_\_\_\_ RET-1 \_\_\_\_\_ ☐ Disapproved for transfer to RET-2 \_\_\_\_\_ RET-1 \_\_\_\_\_

Reason:

\_\_\_\_\_

Signature (Include Name, Rank, Title)

Date

Instructions	
Item	Explanation
1.	Enter your Full Name: Last, first and middle Initial
2.	Enter your Social Security Number
3.	Enter your rank or rate, i.e. LCDR, YN2, PSC, etc.
4.	Enter your Permanent Duty Station (include staff symbol), i.e. STA Rockland, MSO Houston, MLC PAC (Ic) & OPFAC
5.	Enter current Home Address: Street, Apt#, P.O. Box, City, State, Zip. Check box if you desire to have your LES address changed to address indicated in Block 5.
6.	Indicate what type of retirement transfer you are requesting and its effective date.
7.	Enter planned dates of drills or ADT you will complete prior to your effective retirement transfer date.
8.	Enter your current Expiration of Enlistment Date. If your EOE expires prior to date of requested transfer see your unit Admin Staff to extend EOE.
9.	Enter the highest paid paygrade held. i.e. If your Rank is W2 and you were promoted from E8, enter E8 in this block.
10.	Enter home and work phone numbers.
11.	Enter your desire for a retirement ceremony. If yes, contact your unit Admin Staff to coordinate date, location, and details for your retirement ceremony.
12.	Enter spouse information for spouse certificate of appreciation.
13.	Sign the form.
14.	Date the form.
15.	Command Approval/disapproval.
16.	ISC Approval/disapproval.  Distribution: HRSIC/RAS - Original form CGPC (RPM) - Copy of all Officer's requests ISC (PF) - Copy Member's Unit - Copy

**PRIVACY ACT STATEMENT**

In accordance with 5 USC Section 522a(3)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard:

Authority - 10 USC Section 1771.

Principal Purposes(s) - Used to indicate a member's career intentions.

Routine uses - Same.

Disclosure - Disclosure of this information is voluntary, although without disclosure the member's career intentions may not be known which may cause document and pay processing problems.

<b>Department of Transportation</b> U. S. Coast Guard CG HRSIC-2070 (Rev. 08-98)		<h2 style="margin: 0;">TAD TRAVEL REQUEST/AUTHORIZATION WORKSHEET</h2>					
SSN	Name (Last, First, MI)						
GRADE/RATE	DIV/BRANCH	OFFICE PHONE NUMBER					
<b>PURPOSE:</b> Use this form to indicate mode of travel, and desired advances for TAD travel. If you have any questions, <b>TALK TO YOUR UNIT ADMIN.</b>							
<b>PRIVACY ACT STATEMENT:</b> In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: ♦ <b>Authority</b> - 10 USC Section 2771. ♦ <b>Principal Purpose</b> - Used to indicate member's intentions during TAD travel. ♦ <b>Routine Uses</b> - Same. ♦ <b>Disclosure</b> - Disclosure of this information is voluntary, but without disclosure member may not receive advances.							
<b>ATTACH THE FOLLOWING:</b> ♦ Copy of authority for TAD.							
<b>Enter Travel Order Number (TONO) and accounting data:</b>							
DEPARTURE DATE: _____ ESTIMATED DAYS ABSENT: _____ RETURN DATE: _____ DESTINATION: _____ PURPOSE OF TAD (specify type of training or meeting): _____							
DO YOU HAVE A GOVERNMENT CHARGE CARD? [   ] YES [   ] NO							
[   ] I request leave. Date to begin leave _____   Enter leave amount _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">LEAVE ADDRESS</th> <th style="width: 30%;">PHONE#</th> </tr> <tr> <td style="height: 60px;"></td> <td></td> </tr> </table>		LEAVE ADDRESS	PHONE#		
LEAVE ADDRESS	PHONE#						
<b>Traveler's Mode of Transportation</b>							
	GOVERNMENT CONVEYANCE						
	PRIVATELY OWNED VEHICLE (POV)						
	COMMERCIAL AIR: PRICE OF TICKET \$ _____						
	GOVERNMENT PROCURED TRANSPORTATION						
	RENTAL CAR: PRICE OF RENTAL CAR \$ _____						

Continued on reverse→

Reverse of CG HRSIC-2070 TAD TRAVEL REQUEST/AUTHORIZATION WORKSHEET		
Advances	YES	NO
IS GOVERNMENT QUARTERS USE DIRECTED?		
IS GOVERNMENT MESSING USE DIRECTED?		
WOULD YOU LIKE ADVANCE PER DIEM? (IF YES, AMOUNT \$_____)		
MEMBER'S COMMENTS		
DATE	MEMBER'S SIGNATURE	
SUPERVISOR'S COMMENTS:		
DATE	SUPERVISOR'S SIGNATURE (Does member meet weight requirements IAW COMDTINST M1020.8?) Yes      No (if no, refer to COMDTINST M1020.8 for guidance)	
DATE	SIGNATURE OF FUNDS APPROVING OFFICIAL (if applicable)	
DATE	APPROVING OFFICIAL'S SIGNATURE	
For PERSRU/Unit Administration use only		
a. Lodging Rate: \$_____	b. M&IE Rate: \$_____	
c. Days TAD: _____	d. Total Per Diem Cost: (a+b)c \$_____	
e. Airfare: \$_____	f. Rental Car or Local Travel: \$_____	
	g. Total: \$_____	
Orders completed. Date _____ Leave (if requested) recorded on CG-2519. Date _____ Initials: _____		

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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## **Nondisability Retirements**

From: Commander, Coast Guard Group Somewhere  
To: GMC John P. Jones 999 99 9999, USCG  
Via: Officer in Charge, Coast Guard Station Anywhere

Subj: SEPARATION PAYMENT UPON RETIREMENT FROM ACTIVE DUTY

1. The separation payment provided to you upon your retirement from active duty represents 100 percent of your final pay as calculated by PMIS/JUMPS. Please be advised that this payment may be over or under the final pay due you as a result of clerical or administrative errors or delays in processing pay transactions, or changes in the planned disposition of your leave.
2. Any additional payment to you will be paid by the Coast Guard HUMAN RESOURCES SERVICE AND INFORMATION CENTER (HRSIC) after your separation transactions have processed in PMIS/JUMPS and a final review of your pay account is made. This will normally be within 45 days after your date of retirement. You will also be sent a final Leave and Earnings Statement (LES) within 45 days after retirement.
3. If an overpayment is discovered upon final review of your active duty pay account, HRSIC will initiate action to collect the overpayment from your retired pay.
4. Your final LES and any additional payment will be mailed to the address provided on the Tax Information Form (CG-5225) prepared by your Personnel Reporting Unit at the time of separation processing. If you wish to receive your final LES and any additional payment at a different address, you must notify HRSIC (SES) in writing within 20 days. Your letter must include your name, social security number and the address you want the payment sent to. Please address your correspondence to:

COMMANDING OFFICER (SES)  
COAST GUARD HUMAN RESOURCES  
SERVICE & INFORMATION CENTER  
444 SE QUINCY STREET  
TOPEKA KS 66683-3591

5. Your IRS form W-2 for calendar year 19 - will be mailed by HRSIC to the address indicated on the Tax Information Form CG-5225 unless HRSIC (SES) is notified otherwise in writing. Your IRS form W-2 will be mailed by 31 January next year.
6. Any questions concerning retirement travel entitlements or settlement of travel claims should be coordinated with HRSIC (TVL) at 1-888-USCGTVL. For questions concerning the final LES, additional payment, or the IRS form W-2 call HRSIC (SES) at (785)-357-3550.

M. R. ROBERTS  
By direction

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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## **Survivor Benefit Plan Election Requirements**

From: Commanding Officer \_\_\_\_\_

To: \_\_\_\_\_

Subj: SURVIVOR BENEFIT PLAN

Ref: (a) Your Guide To Retirement, HRSICINST M1800.5 (series)

1. As a concerned commanding officer, I am writing this letter to ensure that you are fully aware of the Survivor Benefit Plan (SBP).

2. As you near retirement, it is important that you fully understand SBP.

- If you do not make an election, you will be automatically enrolled at maximum level.
- You may elect coverage at less than maximum or not to participate at all.
- You will have a one-year period, beginning two years after the commencement of retired pay, to voluntarily terminate SBP coverage. You will be notified when you reach your second anniversary of retired pay, and if you wish to terminate SBP you should contact HRSIC (RAS) for the disenrollment form. Once participation is discontinued under these provisions, no benefits may be paid in conjunction with your previous participation. No refund of any premiums properly collected shall be made and you may not resume participation in SBP for any category or beneficiary.
- The decision not to participate at retirement in SBP is irrevocable.

You and your spouse should review Chapter 3 of reference (a) prior to making an election.

3. If you do not elect coverage at the maximum level, your spouse must concur with your election.

- You are required to advise your spouse of your election.
- Your spouse may indicate concurrence with your SBP election by signing part VII of the Retired Pay Account Worksheet and Survivor benefit Election (CG HRSIC-4700).
- If your spouse does not concur with your decision or is not available for signature, I am required by Public Law 99-145 to advise your spouse of their options.
- Your spouse can concur with your election of less than maximum. However, if your spouse does not concur or should not respond to my letter prior to your retirement, you will be enrolled at the maximum level of participation.

4. Your election is to be made on CG HRSIC-4700 and should be completed approximately 60 days prior to your retirement or date of departure on terminal leave. Failure to return a completed election will result in you being enrolled in the SBP at maximum level of participation, *regardless of your wishes*.

5. If you have any questions concerning the Survivor Benefit Plan, ( enter name of local work-life Career Information Specialist or unit contact and phone number ), or the staff at Coast Guard HUMAN RESOURCES SERVICE AND INFORMATION CENTER , Retiree and Annuitant Services (RAS) (785-357-3415) are available to assist you and your spouse.

Signature of Commanding Officer

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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## Spousal Notification/Concurrence Letter

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

(Mr./Mrs.)

Date:

Dear (Mr./Mrs.) \_\_\_\_\_:

I am writing to tell you about the Survivor Benefit Plan (SBP) and a decision your (husband/wife) has made about participation in the SBP. It is important that you understand this, so please read it carefully.

In the event of your (husband/wife)'s death, (his/her) Coast Guard retired pay automatically stops. Under SBP, your (husband/wife) can provide an annuity of up to 55 percent of (his/her) retired pay to you and /or your children. In order for you to receive the SBP annuity, your (husband/wife) must designate a "base amount" of \$300.00 up to the full amount of (his/her) monthly retired pay. Your annuity would be 55 percent of the chosen base amount until you reach age 62. From age 62 on, it will be reduced (due to entitlement to social security benefits) to no less than 35 percent of the chosen base amount. The premium costs to participate in SBP are a small percentage of the designated base amount, and would be deducted from your (husband's/wife's) monthly retired pay.

Under this plan, your (husband/wife) must choose one of the following options before retirement:

- a. To cover both you and your children at the maximum level possible (full retired pay). This means you (or your children) would receive 55/35 percent of your (husband's/wife's) retired pay after (his/her) death.
- b. To cover only you, or only your children, at the maximum level possible.
- c. To cover you or your children or both, at less than the maximum level. This means you (or your children) would only receive an annuity of 55/35 percent of this reduced "base amount."
- d. Not to participate in SBP at all, which means you (and your children) would receive no annuity in the event of your (husband's/wife's) death.

Your (husband/wife) has elected option (b, c, or d). (He/She) has elected to (choose the appropriate option below that corresponds to the member's election in blocks 8 and 9 of CG HRSIC 4700.

- (cover only your children at the maximum base amount and not cover you).
- or (cover you and your children but only at a reduced base amount of \$XXX.XX).
- or (cover only you at a reduced base amount of \$XXX.XX).
- or (cover only your children at a reduced base amount of \$XXX.XX).
- or (not participate in SBP at all).

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*Continued on next page*

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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Under Public Law 99-145, your written consent is required before the above election made by your (husband/wife) can be effective. It is important that you understand the decision not to participate in SPB at retirement is irrevocable, meaning it cannot be changed. The only exception to this may occur if there is an open season for election into the SBP.

After election into the Plan at any level, there is one opportunity to disenroll. This occurs two years after the commencement of retired pay, when your (husband/wife) will have a one year opportunity to voluntarily terminate SBP coverage. As His/Her spouse, you must also concur with that election if made. The decision to terminate SBP coverage during this one year period is also irrevocable, and once participation is discontinued, no benefits may be paid in conjunction with previous participation, no refunds of any premiums properly collected shall be made and (he/she) may not resume participation in SBP for any category of beneficiary. Your choices at this time are as follows:

- a. Concur with your (husband's/wife's) election; or
- b. Not concur with your (husband's/wife's) election, in which case your (husband/wife) will be enrolled in SBP at the maximum level (based on full retired pay); or
- c. Not respond to this letter, in which case, your (husband/wife) will be enrolled in the SBP at the maximum level (based on full retired pay).

Your signature and that of at least one witness is required on the endorsement below. Return this letter and your endorsement to this Command. If your response to this letter is not received by (30 days prior to date of member's retirement), we will assume that you have chosen not to respond to this letter.

If you or your spouse have any questions about SBP, please write or call me at \_\_\_\_\_. I will be pleased to discuss this issue with you further and help you arrange the SBP coverage you both desire.

Sincerely,

Commanding Officer's Signature

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**RETURN ENDORSEMENT**

I, \_\_\_\_\_ (spouse's name) \_\_\_\_\_, (wife/husband) of Retiree's Name, rank/rate and SSN have been advised that my (husband/wife) has made the following election under the Survivor Benefit Plan: (enter retiree's election--should be identical to the fourth paragraph of the above letter).

(Check only on block below:)

\_\_\_\_\_ I consent to my (husband's/wife's) election.

\_\_\_\_\_ I do not consent to my (husband's/wife's) election.

Signature

Witness: (over 18 and not a family member):

Signature \_\_\_\_\_ Address \_\_\_\_\_



**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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**Separation Pay Letter (member due money)**

From: Commander, Coast Guard Group Somewhere  
To: GMC John P. Jones 999 99 9999, USCG  
Via: Officer in Charge, Coast Guard Station Anywhere

Subj: SEPARATION PAY AND RELATED DOCUMENTS

1. The separation payment provided to you upon your separation from active duty represents a substantial portion of your final pay and includes payment for any unused leave due you through your date of separation from the Coast Guard. Please be advised that this payment may be over or under the final pay due you as a result of clerical or administrative errors or delays in processing pay transactions, or changes in the planned disposition of your leave.

2. Any additional payment due you will be paid by the Coast Guard Human Resources Service and Information Center (HRSIC) after your separation transactions have processed in PMIS/JUMPS and a final review of your pay account is made. This will normally be within 90 days after your date of separation. You will also be sent a final Leave and Earnings Statement (LES) within 90 days after separation.

3. The final LES and final separation payment will be mailed to the address provided on the Tax Information Form (CG-5225) prepared by your Personnel Reporting Unit at the time of separation processing. If you wish to receive your final separation payment at a different address, you must notify HRSIC (SES) in writing within 20 days. Your letter must include your name, social security number and the address to which you want the payment sent. Please address your correspondence to:

COMMANDING OFFICER (SES)  
COAST GUARD HUMAN RESOURCES  
SERVICE & INFORMATION CENTER  
444 SE QUINCY STREET  
TOPEKA KS 66683-3591

4. Your IRS Form W-2 for this year will be mailed by HRSIC to the address indicated on the Tax Information Form (CG-5225) unless HRSIC (SES) is notified otherwise in writing. Your IRS Form W-2 will be mailed by 31 January next year.

5. Any questions concerning separation travel entitlements or settlement of travel claims after separation can be answered by the Travel Claim Assistance Team at (785) 295-2250. Claims for reimbursement of Do it Yourself (DITY) Moves can be answered by Coast Guard Finance Center at 1-800-564-5504. For questions concerning the final LES, additional payment, or the IRS form W-2 call HRSIC (SES) at (785) 357-3550.

M. R. ROBERTS  
By direction

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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**Separation Pay Letter (member owes money)**

From: Commander, Coast Guard Group Somewhere  
To: GMC John P. Jones 999 99 9999, USCG  
Via: Officer in Charge, Coast Guard Station Anywhere

Subj: SEPARATION PAY AND RELATED DOCUMENTS

1. The Coast Guard Human Resources Service & Information Center (HRSIC) has determined that you are not entitled to any final payment upon your separation from the Coast Guard
2. A final review of your pay account will be made by HRSIC (SES) after your separation transactions have been processed in PMIS/JUMPS. If this review indicates that you have been overpaid, you will be notified in writing of the nature and amount of any indebtedness. If the review indicates that you are entitled to additional moneys, a special check payment will be sent to you by HRSIC (SES). The payment should be mailed to you within 90 days after your date of separation. You will also be sent a final Leave and Earnings Statement (LES) within 90 days after separation.
3. The final LES and final separation payment (or notification of overpayment letter, if indebted) will be mailed to the address provided on the Tax Information Form (CG-5225) prepared by your Personnel Reporting Unit at the time of separation processing. If you wish to receive your final separation payment at a different address, you must notify HRSIC (ses) in writing within 20 days. Your letter must include your name, social security number and the address to which you want the payment sent. Please address your correspondence to:

COMMANDING OFFICER (SES)  
COAST GUARD HUMAN RESOURCES  
SERVICE & INFORMATION CENTER  
444 SE QUINCY STREET  
TOPEKA KS 66683-3591

4. Your IRS Form W-2 for this calendar year will be mailed by HRSIC to the address indicated on the Tax Information Form (CG-5225) unless HRSIC (SES) is notified otherwise in writing. Your IRS Form W-2 will be mailed by 31 January next year.
5. Any questions concerning separation travel entitlements or settlement of travel claims after separation can be answered by the Travel Claim Assistance Team at (785) 295-2250. Claims for reimbursement of Do it Yourself (DITY) Moves can be answered by Coast Guard Finance Center at 1-800-564-5504. For questions concerning the final LES, additional payment, or the IRS form W-2 call HRSIC (SES) at (785) 357-3550.

M. R. ROBERTS  
By direction

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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## **Information Regarding Active Duty Separation Status**

From: Commander, Coast Guard Group Somewhere  
To: GMC John P. Jones 999 99 9999, USCG  
Via: Officer in Charge, Coast Guard Station Anywhere

Subj: INFORMATION REGARDING ACTIVE DUTY SEPARATION STATUS

1. You have been given DD Form 214, Certificate of Release or Discharge from Active duty. We recommended that you place it in a safe place as you will undoubtedly have need for it at some future date. The purpose of the DD Form 214 is to provide separated personnel with a concise record of data pertaining to active service within the Armed Forces for the purpose of obtaining civilian employment commensurate with service qualifications and experience; and obtaining such benefits as may accrue under various federal and state legislation as the result of active service in the Armed Forces. In the event the original of the DD Form 214 becomes lost or contains an erroneous entry, one certified copy or a corrected copy may be obtained by addressing a request to Commander (adm-3) Coast Guard Personnel Command, 2100 2nd ST SW, Washington, DC. 20593-0001. Such requests shall include your full name, rank, social security number, date of separation, and reason for request.
2. Upon separation from the U.S. Coast Guard, all persons are required to surrender all identification cards that may be in their possession., including your Armed forces Identification and Privilege Cards for yourself and all dependents.
3. The "Ex-servicemen's Unemployment Compensation Act of 1958" (Public Law 85-848) authorized unemployment insurance protection of ex-servicemen of all ranks who began their active service in the Armed Forces after 31 January 1955. The Department of labor has prepared an informative pamphlet concerning the provisions of the Act. The pamphlet is available through normal source of supply.
4. Enclosed are travel vouchers for yourself and dependents (if applicable). Failure to submit these claims will result in you not receiving the per diem portion of your travel entitlements. When submitting these claims you are required to submit the original or copy of the original DD Form 214. You are required to complete the travel claims and submit them in the self-addressed envelope to:

COMMANDING OFFICER (TVL)  
COAST GUARD HUMAN RESOURCES  
SERVICE & INFORMATION CENTER  
444 SE QUINCY STREET  
TOPEKA KS 66683-3591

5. The publication, "Once a Veteran" is enclosed to provide you with information concerning civil readjustment and veterans benefits. In addition to the foregoing information, you have been advised of your rights and benefits as a veteran.

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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**Information Regarding Active Duty Separation Status (cont.)**

6. If you have Servicemember's Group Life Insurance (SGLI) in force, you may convert to Veteran's Group Life Insurance (VGLI) for a 5 year period commencing with the post-service SGLI coverage, which is the 121st day after separation. Applications, payments and inquires concerning SGLI and VGLI should be sent to: Office of Servicemember's Group Life Insurance, 212 Washington Street, Newark, NJ 07102. Any Veterans Administration Office can supply information and forms.

M. R. ROBERTS  
By direction

Encl: (1) Once a Veteran Pamphlet  
(2) Travel Vouchers

**Enclosure 4**  
**STANDARD SEPARATION LETTERS**

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**Relad letter**

From: Commander, Coast Guard Group Somewhere  
To: GMC John P. Jones 999 99 9999, USCG  
Via: Officer in Charge, Coast Guard Station Anywhere

Subj: TERMINATION OF ACTIVE DUTY IN THE REGULAR COAST GUARD AND TRANSFER TO THE  
COAST GUARD RESERVE

Ref: (a) 10 USC 651

1. Effective **(insert date of separation)** your active duty in the regular Coast Guard is hereby terminated by reason of expiration of enlistment. You are hereby immediately transferred to the Coast Guard Reserve and concurrently released to inactive duty. You will be required to serve in the Coast Guard Reserve until **(insert expected loss date)**, unless sooner discharged by competent authority.
2. During the period of your obligated service in the Coast Guard Reserve you shall be subject to such additional training as may now or hereafter be prescribed by law for such Reserve. Failure to fulfill all or any part of your service obligation may result in trial by appropriate authorities of the United States for violation of reference (a).
3. You have stated that your mailing address is: **(insert correct final address)**
4. Subsequent to this date, your new unit will be **(insert new unit address and phone number)**. This command will advise you fully as to your obligations and other matters connected with your service in the Coast Guard Reserve. You will keep this command informed of any change of address. You must promptly reply to all official communications. Any information you desire regarding your reserve obligation or status should be requested from your Commanding Officer or your unit administration office.

M. R. ROBERTS  
By direction

Copy: **(provide copy to ISC (fot) responsible for geographic area which member will reside after separation)**

SCHOOL CODES  
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## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
240230	"DAME"	140026	ACMS OPERATOR
500072	(CME) CONTINUING MEDICAL EDUCA	140025	ACMS/RCM MANAGER
240958	(DEA) BASIC DRUG INVESTIGATOR	500898	ACTIVITIES TNA
250485	(DIA) DEFENSE INTELLIGENCE AGE	500899	ACTIVITIES TNA
500189	(JPOC) JOINT PLANNING ORIENTAT	500900	ACTIVITIES TNA
500105	(LCM) S/B LOSS CONTROL MGMT	500354	AD COUNTERTERRORISM ANALYSIS
131254	(MGRS) HH-65 LTS-101	140010	ADAPTS
141540	(MGRS) HU-25 ENG/APU	240281	ADEC DENTAL REPAIR
500129	(OFT) E2C PROFICIENCY	130294	ADL-81
500156	(SSAA) SEC, SUITABILITY, ADJUD	130041	ADL-81 LORAN C/UPS-190
500104	(VAI) VESSEL ACCIDENT INVESTIG	500849	ADMIN LAW (ADV)
500130	(WST) E2C PROFICIENCY	240580	ADMIN LAW FOR MIL. INSTAL.
500399	110 C WPB CONSOLE TRG VALIDATI	500564	ADMIN LAW FOR MIL. INSTAL.
230703	110 WPB 3300 SERIES CATEPILLAR	240511	ADMIN OF GOV'T CONTRACTS
400205	110 WPB CATAPILLER MK-31	200500	ADMIN SCIENCE/PUBLIC ADMIN
241645	110 WPB DAMAGE CONTROL TEAM TR	200505	ADMINISTRATIVE SCIENCE RPA
400210	110 WPB ELECTRICAL EM-32	500508	ADP CONTRACTING
400419	110 WPB PAXMAN MK-30	240015	ADV COMMS PROCEDURES
250011	110 WPB PAXMAN MK-30	200301	ADV COMP ELEC TECH CWO
241455	17 MAINT/OPS	200302	ADV COMP ELEC TECH ENL
240481	20 MM MACHINE GUN	200303	ADV COMP ELEC TECH OFF
230740	21 OB WMEC CONTROL SYSTEM	500892	ADV. CONGRESSIONAL BUDGET PROCEDURES)
351281	25MM GUN MK-38, MOD-O OPS AND	500032	ADV CONTRACT MANAGEMENT
230970	270 CPP AND FIN STABILIZER	501075	ADV CONTRACTING BY NEGOTIATION
230960	270 S/S GENERATOR WHRS	500141	ADV CT ANALYSIS (COUNTERTERROR
230940	270 WMEC PROP CON (EM-25)	350080	ADV ELEC TEC MILWAUKEE
240812	3 WK PUBLIC AFFAIRS CSE	350070	ADV ELEC TECH AT DEVRY INST, A
240483	3"/50 GUN MOUNT	350090	ADV ELEC TECH AT NORTHROP INST
500585	3-M FOR DIVERS	350100	ADV ELEC TECH AT OKLA STATE UN
230334	30 FOOT SRB COURSE	350060	ADV ELEC TECH AT RCA INSTITUTE
230790	378 WHEC CONT SYS EM-18	350120	ADV ELEC TECH AT WENTWORTH INS
230710	378 WHEC CONTROL	350110	ADV ELEC TECH/S. TECH INST, MA
240966	3M SYS	240996	ADV ELECT TECH SCHOOL
241670	3M SYS ADMIN/OPS	500606	ADV ELECTRICAL, ELECTRONICS &
241680	3M SYS COORDINATOR	350570	ADV ELECTRONICS TECH OREGON
130100	43D50 PROPELLER	500179	ADV FOOD PREPARATION
501096	47/MLB ENGMTNC/RFO COURSE	400325	ADV FRAUD INVESTIGATION
140310	490 T-1 COUPLER	240617	ADV HOSPITAL CORPSMAN
241780	400HZ MG MAINT	240010	ADV INFO SPECIALIST
230421	5"/38 GUN/MOUNT	250483	ADV INTERVIEWING
500138	50CAL MACHINE GUN	400397	ADV MULTI-THREAT TEAM TRAINER
150015	618 M-3 VHF AM	500699	ADV PASTRY/BAKING
130070	618T/490T COUPLER	500981	ADV. PHYSICAL SECURITY
250305	76MM MK75 GUN MAINTENENCE	500151	ADV PHYSICAL SECURITY TRNG
240488	76MM MK75 OPER/MAINT	500790	ADV SHIPBOARD FF
241378	9-D-44 DILBERT DUNKER	341232	ADV SYSTEMS SAFETY TECH
241376	9-D-5 HELO EGRESS TRNG	500818	ADV TROUBLE
140200	A/C CORROSION CONTROL	500781	ADV TROUBLE
250533	A/D FOR TRNG RESERVE COXWAINS	230715	ADV WELDING
500955	AAIWSM C-1	230780	ADV/ELEC/ELECTRONIC EM-17
250251	AAPA PORT EXEC DEVELOP	400090	ADVANCE MARINE FIREFIGHTING (A
500954	ABLE FORECASTER	230020	ADVANCE MINOR (ANC-AM)
250580	ABS GIFTS WORKSHOP	240708	ADVANCE SIGNALMAN
230020	AC MINOR AIDS TO NAVIGATION	351274	ADVANCED ACCOUSTIC ANALYSIS
340010	ACADEMY	500248	ADVANCED ANALOG ELECTRONIC LOG
100200	ACADEMY INSTRUCTOR	240285	ADVANCED BIOMED REPAIR SP
400341	ACCIDENT INVESTIGATIONS	500327	ADVANCED CADD
140204	ACFT CORROSION PREV	500282	ADVANCED CEDS/CADD MGMT
130130	ACFT LOGS AND RECORDS	500812	ADVANCED COMPOSITE REPAIR -K
141025	ACFT MAINT AND RELIABILITY	341231	ADVANCED CONCEPTS SAFETY
500821	ACFT MAINT HELO ACC INV	500547	ADVANCED CONTRACT ADMIN
340030	ACFT MAINT OFFICER	500978	ADVANCED CONTRACT LAW
500133	ACFT TRANSITION	500979	ADVANCED CONTRACT LAW
500713	ACHIEVING SUPERVISORY EXCELLEN	501058	ADVANCED COST & PRICE ANALYSIS

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500832	ADVANCED COST AND PRICE ANALYSIS	230720	ALCO 251 DIESEL (MK-11)
500517	ADVANCED CULINARY	250010	ALCO DIESEL
250100	ADVANCED CULINARY-D	241375	ALCOHOL ADVISOR
500249	ADVANCED DIGITAL ELECTRONIC TE	241226	ALCOHOLISM ORIENT FOR HCP
500160	ADVANCED DRUG TRAINING	241456	ALLA
351000	ADVANCED ELECTRONICS	500374	ALLIED SIGNALING
351010	ADVANCED ENGINEERING	500614	ALLIED VISUAL COMMS
500350	ADVANCED ENVIRONMENTAL COURSE	500291	ALLIED VISUAL COMMUNICATIONS
500348	ADVANCED ENVIRONMENTAL LAW COU	500847	ALTERNATIVE COMP PROGRAM
500058	ADVANCED INTEGRATED LOGISTICS	340740	ALUMINUM WELDING
500406	ADVANCED LEGISLATIVE SERIES	140252	ALUMINUM WELDING
500469	ADVANCED LOSS CONTROL MANAGEME	240306	AM PHARM/ASSO TRNG CONF
351020	ADVANCED MAINTENANCE	500939	AMPHIB WARFARE INDOC
501110	ADVANCED LABOR LAW	500844	AMPHIBIOUS RECON CORPSMAN
500569	ADVANCED NETWORKS	500086	AMERICAN SOCIETY OF SAFETY ENG
500646	ADVANCED NETWORKS	241920	AMMO ADMIN
500793	ADVANCED PHYSICAL FITNESS SPECIALIST	240486	AMMO ADMINISTRATION
500668	ADVANCED PUBLIC AFFAIR SUPERVI	132143	AMO C-130 PDM
241856	ADVANCED PUBLIC AFFAIRS SUPERV	140414	AMO C-130 T56 ENG
501054	ADVANCED RESCUE SWIMMER	131142	AMO COMPOSITE
241418	ADVANCED SMALL PURCHASE	140201	AMO CORRISSION CONTROL
501078	ADVANCED SOURCE SELECTION	501057	AMT "A" SCHOOL
501079	ADVANCED SOURCE SELECTION	130292	AN-ARN-89A MAINT.
500474	ADVANCED TROUBLESHOOTING	130295	AN/APS-127 RADAR
500953	ADVANCED WX	240914	AN/APX-72
400466	AEGIS OFFICER CONSOLE OPERATOR	130279	AN/ARC-159
240020	AERIAL ICE OBSERVER	130291	AN/ARC-51(A) UHF
200510	AERONAUTICAL ENGINEERING	140185	AN/ARN-118 TACAN
350130	AEROSPACE AND MECH ENG W. P. A	230030	AN/FPN-39 LOR-C XMTR
240030	AEROSPACE MEDICAL TECH	230040	AN/FPN-42 LOR-C XMTR
500073	AEROSPACE MEDICAL TECH	230050	AN/FPN-44/45 XMTR(HIGH POWER)
500074	AEROSPACE MEDICINE PRIMARY	230921	AN/FPN-46 TIMER
500768	AEROSPACE MEDICINE PRIMARY	230900	AN/FPN-64 LORAN XMTR
500769	AEROSPACE MEDICINE PRIMARY	230915	AN/GGC-59(V)-7 MODEL 40TT
500612	AEROSPACE MEDICINE PRIMARY	230550	AN/SCR-21 UHF TRANCEIVER
500116	AF LAW OFFICE MANAGER	241470	AN/SLQ-31/32
500775	AFC-38 TNRG FOR SUPERVISORS & ACCOUNTANT	241960	AN/SLQ-31/32 PREVENTIV
150154	AFCT COMPOSITE REPAIR	250302	AN/SLQ-32 ESM V2
241224	AFTERCARE PROG DOD MGR	250301	AN/SLQ-32 OPERATOR
500710	AGING AIRCRAFT AND CORROSION	240915	AN/SPA-25
230001	AID CONTROL MONITOR SYSTEM	250411	AN/SPA-25G RADAR
230460	AID POSITIONING (ANC-AP)	240910	AN/SPA-66
500689	AIDS TO NAV OPERATIONS MGMT	230060	AN/SPN-29
240965	AIMS MK XII IFF SYS	230070	AN/SPN-30
500865	AIMS MK XII MAINT	230080	AN/SPN-39
400386	AIMS MK12 IFF	230090	AN/SPS-29
241700	AIR COMPRESSORS	240921	AN/SPS-40B MAINT
240040	AIR CONDITION/REFRIGERATE	250409	AN/SPS-40E MAINT
110010	AIR CONTROLMAN (NAVY)	230520	AN/SPS-64 I BAND
400399	AIR DIRECTION CONTROLLER	230525	AN/SPS-64 L BAND
500256	AIR DIRECTION CONTROLLER	230521	AN/SPS-64 LARGE CUTTER
501026	AIR QUALITY MGMT	250400	AN/SPS-64 RAYCAS
140225	AIR TRAFFIC CONTROLMAN	250401	AN/SPS-64 RAYPATH
351030	AIR WAR COLLEGE	230522	AN/SPS-64 SMALL CUTTER
350010	AIR WAR COLLEGE, MAXWELL AFB,	230917	AN/SPS-66 RADAR
341220	AIRCRAFT ACCIDENT INVEST.	501095	AN/SPS-73 MAINTENANCE AND REPAIR
341270	AIRCRAFT ACCIDENT PREVENT	250307	AN/SQR 17 MAINTENANCE
500245	AIRCRAFT CRASH MANAGEMENT	250306	AN/SQR 17 OPERATOR
500610	AIRCRAFT FUEL SYSTEMS CRAFTSMA	241110	AN/SQS-38 MAINTENANCE
350140	AIRCRAFT MAINT CHANUTE AFB IL	241120	AN/SQS-38 OPERATOR
500745	AIRCRAFT RESCUE & FIREFIGHTING	240930	AN/SRC-20/21
500602	AIRCRAFT RESCUE AND FIREFIGHTI	240955	AN/SRN-15 TACAN (MAINT
500475	AIRCRAFT STRUCTURES FOR MANAGE	241424	AN/SWG-1A HARPOON CANISTR
400434	AIRFIELD PAVEMENT ENGINEERING	241421	AN/SWG-1A HARPOON SURF AP
500575	AIRFIELD PAVEMENT M & R	351272	AN/SWG-1A HARPOON WEAPONS SYST
500791	ALCO 251 DIESEL	240931	AN/UCC-1



## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500864	AN/UPX-28 IFF TRANSPONDER MAINT	500590	ARC WELDING
250405	AN/UPX-28 TRANSPONDER	130160	ARC-160
240932	AN/UQN-4	130210	ARC-51 UHF
241000	AN/UQN-4 ECHO SOUND MAINT	130310	ARC-513 VHF/FM
241060	AN/UQN-7	140120	ARC-84 VHF
200080	AN/URC-114(V) LOW PWR	140121	ARC-94 TRAINING
240916	AN/URN-25	500026	ARCHITECT-ENGINEER CONT MGMT
230935	AN/URN-25 MAINTENANCE	400440	ARCHITECTURAL PLANNING
241480	AN/URN-25 TACAN	340090	ARCTIC SURVIVAL
230530	AN/URT-23 HF XMIT(COM 04)	140330	ARCTIC SURVIVAL TRNG
100030	AN/URT-41(V) HIGH PWR	350020	ARMED FORCES STAFF COLLEGE NOR
230063	AN/USC-43 (ANDVT)	240060	ARMORER SCHOOL
250320	AN/USH-26 COMPUTER	501055	ARMY CLAIMS
400414	AN/UYK-7	500685	ARMY MASTER FITNESS COURSE
240911	AN/UYK-7	250516	ARMY MASTER FITNESS SCHOOL
250310	AN/UYK-7 COMPUTER	241414	ARMY MILSTAMP
240050	AN/WLR-1 MAINTENANCE	400335	ARMY PROVISIONING PROCESS
400304	AN/WLR-1 OPERATOR	501014	ARMY SGT MAJ ACADEMY
500287	AN/WLR-1C	400303	ARMY SGT MAJ ACADEMY
250415	AN/WLR-1G MAINT	241371	ARMY TECHNICAL ESCORT
500266	AN/WLR-1H MAINT	140150	ARN 21D
241130	AN/WQC-2	140160	ARN 52(V)
241100	AN/WQM-5	140170	ARN 73
230062	AN/WRN-6 (V4) MAINTENANCE	130305	ARN-151 FAM
240917	AN/WSC-3	500165	ARSON INVESTIGATION
230061	AN/WSC-3	340600	ASAC QUALIFICATION
241460	AN/WSC-3	400464	ASAC REFRESHER
241023	AN/WSC-3 (MAINT)	240035	ASBESTOS HAZARD
340750	ANALYTICAL FRACTURE MECH.	340981	ASBESTOS HAZARDS AND CONTROL
500357	ANALYTICAL THINKING & PREP	140365	ASM/RSS - RESCUE SWIMMER
250253	ANSI/ASME B31.1 PIPING	240253	ASME INDOC
500538	ANT SAFETY	140190	ASN 50
241430	ANTI SUB AIR	500926	ASPIRING LEADER PROGRAM
240303	AOA 93RD ANNUAL CONVENTION/SCI	240070	ASR 28 TELETYPE
250020	API SOUND SIGNAL	500804	ASSESSMENT OF THE 1ST SESSION OF THE 104
140060	APN 171	501072	AST-A
150010	APN 171	241090	ASW AIR CONTROL
150020	APN 195	240375	ASW ESCORT PHASE 1
130010	APN 22	240376	ASW ESCORT PHASE 2
140030	APN 59	240061	ASW EVAL C C
140040	APN 70	340040	ASW OFFICER
140050	APN-147 DOPPLER/ASN-35	241095	ASW OPS
130020	APN-171 RAD ALT	340640	ASW TASK GROUP
130030	APN-175	240080	ASW TEAM TRAINING
130040	APN-180	340590	ASW WATCH OFFICER
130050	APN-195	400403	ASWC PLANS/OPS
500854	APPLICATIONS OF THE UBC, UMC AND IPC	250030	AT AND T
250252	APPLIED PUMP TECHNOLOGY	240062	ATACO
500097	APPLIED WELDING PRINCIPLES	500263	ATF-3 ADVANCED TROUBLESHOOTING
150034	APPR LIQ FUEL SYS SPEC	240090	ATON CONSTRUCTION ANC-C2
500928	APPROPRIATIONS LAW CONCEPTS INC.	341050	ATON MANAGEMENT
130300	APS-133 WEATHER RADAR	500525	ATV INSTRUCTOR PREP COURSE
131294	APS-137 RADAR	250330	AUDIO RECORDING/TV MAI
131295	APS-137 RADAR	241370	AUDIOMETRIC TECH CSE
140070	APX 6	230850	AUSTRON 5000
140066	APX-100 TRANSPONDER	230470	AUTO AIDS LIGHHOUSE
140055	APX-72 IFF	500594	AUTOCAD FOR WINDOWS
140055	APX-72 IFF (C-160-3015)	340760	AUTOMATED BOILER CONTROL
140080	APX-72 TRANSPONDER \AN/UPX-	240472	AUTOMATIC PLOTNG AIDS
500011	AR210 AFRICA, SUB SAHARA	501065	AUX ATON AND CHART UPDATING
500010	AR230 LATIN AMERICA	501062	AUX CAREER COUNSELOR TRNG
500012	AR240 NEAR EAST/N. AFRICA	501063	AUX DISTANCE LEARNING TRAINING
140090	ARC 27 UHF	501061	AUX ELECTED VOL OFFICE HOLDER
140100	ARC 38A HF	501064	AUX MASTER INSTRUCTOR TRNG
140110	ARC 51(A) VHF	501060	AUX NEW DIRECTOR TRAINING
140130	ARC 94F COUPLER	501066	AUX ELECTED VICE COMMODORE TRNG

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
341142	AUXILIARY SAR	250266	BASIC MARINE FIREFIGHTING
350150	AVI ENGINEERING ADMIN PURDUE U	230350	BASIC MINOR (ANC-BM)
130297	AVI ENGR LEAD/MNGMNT	500193	BASIC NAVAL CONTROL OF SHIPPIN
340080	AVIA SUPPLY PROCEDURES	240961	BASIC POLICE TRAINING PROGRAM
340050	AVIATION CADET	500507	BASIC PRICE ANALYSIS
341229	AVIATION CREW COORDINATION	400110	BASIC PROCUREMENT
110020	AVIATION ELECTRICIAN'S MATE	500019	BASIC PROCUREMENT
110060	AVIATION ELECTRONICS TECHNICIA	500234	BASIC PROCUREMENT FRAUD COURSE
200515	AVIATION ENGINEERING ADMIN	500267	BASIC PROCUREMENT/SM. PURCH.
241610	AVIATION FUELITY HELO	240064	BASIC SHIPBOARD IN
241630	AVIATION FUEL SYS	241200	BASIC SHIPBRD AVIA FIREF
341226	AVIATION HUMAN FACTORS	241417	BASIC SMALL PURCHASE
110030	AVIATION MACHINIST'S MATE	500292	BASIC SMALL PURCHASE
340060	AVIATION MAINT FAM	240100	BASIC SOLID STATE DEVICES
341060	AVIATION MAINT MANAGEMENT	250495	BASIC SPECIAL INVESTIGATOR
130141	AVIATION MATERIAL AND SUPPLY	500240	BASIC TIME SHARING/JCL
340070	AVIATION MEDICINE	500951	BASIC WX C.F.S
500211	AVIATION MEDICINE PRIMARY-D	500950	BASIC WX COURSE
230882	AVIATION ORIENTATION-NAV	241400	BASIS/REVIEW OF IMMUNI
341228	AVIATION SAFETY COMMAND	240110	BATHY THERMOGRAPH OBSERV.
340120	AVIATION SAFETY COMMAND COURSE	500375	BAUER COMPRESSOR MAINT.
500284	AVIATION SAFETY MANAGER	351261	BAUER COMPRESSOR REPAIR
500576	AVIATION SAFETY OFFICER	230500	BEEP
500467	AVIATION SAFETY OFFICER (ARMY)	250497	BENEFITS ADVANCED
341227	AVIATION SAFETY OFFICER (NAVY)	500446	BENEFITS TRAINING
500539	AVIATION SAFETY PETTY OFFICER	241280	BEQ MANAGEMENT
341225	AVIATION SAFETY PROG MGT	500513	BIC -INSTRUCTOR
110040	AVIATION STRUCTURAL MECHANIC	351264	BIOENVIRONMENTAL ENGINEERING
130140	AVIATION SUPPLY PROCEEDURES	240283	BIOMED REPAIR SPECIALIST
500825	AVIATION SYSTEM SAFETY	500867	BLDGS INSP & MGMT PLANNING FOR ASBESTOS
110050	AVIATION SURVIVALMAN	500318	BLOCK I FACTORY SCHOOL
140203	AVIONICS CORROSION	500871	BLOODBORNE PATHOGENS TRAINING
200520	AVIONICS ENGINEERING	210280	BMPS
501071	AVT-A	341095	BOARDING TEAM MBR
500989	AWR CROSS TRAINING & CEDS MGMT INSTRUCT	500826	BOAT COXSWAIN FOR 41' UTB
501053	AWR CROSS TRNG & CEDS MANAGEMENT INSTRU	500882	BOAT CREWMEMBER FOR 41' UTB (RES)
130060	AYN 1	340710	BOATING ACCIDENT INVEST.
130080	AYN 2	250040	BOATING INDUSTRY TRAINING
130150	AYN-2/ASN-50	210010	BOATSWAIN'S MATE
241300	BAKERS SCHOOL	341190	BOILER SAFETY TRAINING
200607	BAR REVIEW	250429	BRIDDLE CABLE FAULT
240553	BAS LAW ENFOR DRUG ID AND I	500101	BRIDGE RESOURCE MGMT
230880	BASIC AIR NAVIGATION	500922	BROOKINGS EXEC. LEADERSHIP
240063	BASIC ASW OPS	250050	BRUNSWICK PINSETTER
341090	BASIC BOARDING OFFICER	500929	BUDGET EXECUTION TRAINING CENTER
400400	BASIC BOAT COXSWAIN	500264	BUILDING SYSTEMS
500941	BASIC CELESTIAL NAV	230015	BUOY DECK SUPV (ANC-BDS)
500146	BASIC CG INTELLIGENCE	140320	C-130 ACFT PNEU RPR TECH
400343	BASIC CN INTEL COURSE (COUNTER	140450	C-130 ACFT TECH (FLT LINE)
500462	BASIC CONTRACT ADMIN	140440	C-130 AFCS TECH TRAINING (E-4)
500505	BASIC CONTRACT LAW	150171	C-130 AIRFRAME REPAIR
500504	BASIC CONTRACT NEGOTIATIONS	140210	C-130 BLOCK ELECTRICAL
140202	BASIC CORROSION CONTROL	140220	C-130 BLOCK MAINT
500506	BASIC COST ANALYSIS	140480	C-130 C-12 COMPASS
500154	BASIC CRIME PREVENTION	140470	C-130 CARGO RAIL SYSTEM
240556	BASIC CRIMINAL INVESTIGATOR TR	340100	C-130 CCTS
400312	BASIC DIVE OFFICER	341283	C-130 CP INITIAL QUAL
200700	BASIC FLIGHT TRAINING	140350	C-130 ELECTRICAL SYSTEMS TECH
500963	BASIC FREIGHT TRNG	140350	C-130 ELECTRICAL SYSTEMS TECH
230140	BASIC INSTRUCTOR	140351	C-130 ENVIRONMENTAL SYSTEM TEC
501004	BASIC INSTRUCTOR COURSE	130445	C-130 ENVIRONMENTAL SYSTEMS TEC
500057	BASIC INTEGRATED LOGISTICS SUP	130445	C-130 ENVIRONMENTAL SYSTEMS TE
240957	BASIC INTELLIGENCE TRAINING	150055	C-130 FCS-105 FLT DIRECTOR
241342	BASIC JAG COURSE	140230	C-130 FLT ENGINEER ADVANCED
341110	BASIC LAW SPECIALIST	140231	C-130 FLT ENGINEER BASIC
241343	BASIC LAWYER	150051	C-130 FLT LINE PROPELLER TECH

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
150041	C-130 FUEL SYSTEM TECH	341010	CERTIFIED WELD INSPECTOR (CWI)
150040	C-130 FUEL TANK SEALING	241411	CERTIFYING OFFICER
500587	C-130 GROUND SCHOOL REFRESHER	500285	CFVIS CURRICULUM DEVELOPMENT
500128	C-130 HAZMAT AIRLIFT	501020	CG CLERK/COURT RPTR
341251	C-130 INSTRUCTOR PILOT	500632	CG CLERK/COURT RPTR
140340	C-130 INSTRUMENT SYSTEM TECH	500559	CG COURT REPORTER
150170	C-130 INT AV SYS	500625	CG COURT REPORTER
140240	C-130 LOADMASTER	500216	CG FLT SURG REFRESHER
500991	C-130 PILOT REQUAL/UPGRADE	500933	CG INTELLIGENCE SUPPORT SYSTEM
341250	C-130 PILOT REQUAL/UPGRADE	500624	CG LEGAL CLERK
150050	C-130 PROPELLER TECH (SHOP)	340390	CG PCO/PXO MAJOR CUTTER COURSE
150050	C-130 SHOP PROPELLER TECH	340380	CG PCO/PXO NON-FLIGHT DECK COU
341260	C-130 SIMULATOR	501080	CG PROSPECTIVE OPS AFLOAT
140411	C-130 T-56 7/15 SYSTEM TECH	501010	CG PROSPECTIVE OPERATIONS OFFICER
140431	C-130 TECH (GTC-85-180L)	240701	CG TACTICAL WAR OVERVIEW
140432	C-130 TECH (GTC-85-71A)	500827	CG WEAPONS OFFICER
130180	C-131 PROPELLER	500808	CHANGE ORDER WORKSHOP
341240	C-131 TRANSITION	241221	CHEMICAL DEPENDENCY
130170	C-131-A MAINTENANCE	350160	CHEMICAL ENG UNIV OF MD
130230	C-131A FLIGHT ENGINEER	350170	CHEMICAL ENGINEERING UNIV OF M
130240	C-131A LOAD/DROP-MSTR	250540	CHEMICAL TANKER SAFETY
140413	C130 (FLT LINE) T-56 7/15 ENG	400478	CHIEF INSPECTION DEPARTMENT CO
140450	C130 ACFT (FLT LINE) TECH	500365	CHIEF, PORT OPER DEPT-D
140320	C130 ACFT PNEU RPR TECH	400355	CHILD ABUSE + EXPLOITATION
140480	C130 C-12 COMPASS SYSTEM	250080	CHRYSLER ENG MAINTENANCE
140470	C130 CARGO RAIL SYSTEM	500581	CIC FUNDAMENTALS
140440	C130 E-4 AFCS TECH	340110	CIC OFFICER
150041	C130 FUEL SYSTEM TECH	500580	CIC OFFICER
140340	C130 INST SYSTEMS TECH	241570	CIC PLOTTING BASIC
150042	C130 NON-DESTRUCTIVE INSPECTION	240130	CIC PROCEDURES ADVANCED
341252	C130 SCNS	240065	CIC WATCH OFFICER
500501	C130 SCNS CRS	230428	CIC WATCH SKILLS
140431	C130 TECH(GTC-85-180L)	400367	CIPD
140432	C130 TECH(GTC-85-71A)	350180	CIV ENG UNIV ILLINOIS
400437	CADD SYSTEMS	230924	CIV PERS MNGMT (SEN)
500099	CALIFORNIA LEADING ADVANCED SA	500418	CIV. PERS. MGT. FOR SR. MGRS.
500140	CANADIAN WAR ADV.	400135	CIVIL ENG OFFICERS COURSE
250060	CAPITAL GUAR	200525	CIVIL ENGINEERING
500921	CAPITOL HILL WORKSHOP	500053	CIVIL ENGINEERING MANAGEMENT
500445	CAPITOL HILL WORKSHOP	500805	CIVIL RIGHTS MEDIATION
500182	CAPSTONE	500904	CIVILIAN ORIENTATION PROGRAM
500906	CAREER ENRICHMENT SEMINAR	500417	CIVILIAN ORIENTATION PROGRAM
500420	CAREER ENRICHMENT SEMINAR	341400	CIVILIAN PERSONNEL MGM
241210	CAREER INFO AND COUSELING	501074	CIVILIAN PERSONNEL PROCEDURES CRSE 4 SUP
500919	CAREER STRATEGIES	500322	CIWS MK-15 FACTORY
500439	CAREER STRATEGIES SEMINAR	241433	CIWS MK15 BLOCK
341200	CARGOTHERMAL HEATERS	501085	CLAIMS AND TERMINATION
500426	CASE PREP./PRES. BEFORE MSPB	241344	CLAIMS AND TORT LITIGATION
500381	CATERPILLAR 3400 SERIES DIESEL	500492	CLASSIFICATION MGMT
400410	CATERPILLAR 3500 DIESEL ENGINE	250090	CLAYTON BOILER
500380	CATERPILLAR 6.25 BORE DIESEL E	230660	CLAYTON STEAM GENERATOR
230100	CATERPILLAR DIESEL MK-24	500626	CLERK/COURT RPTR COMBINED
250070	CATERPILLAR, D-398, D-353	240150	CLINIC LAB ASST TECH
230730	CATPILR 333/4 DIESEL ENG	400371	CLINIC MANAGEMENT
240475	CBR DEFENSE	500002	CME DENTAL OFFICER
500810	CBT PILOT-AN/WSC-3	500212	CME MEDICAL ADMIN OFFICER
250430	CCGD12 MARITIME LAW ENFORC	500078	CME MEDICAL OFFICER
250508	CDAR - COMMAND DRUG AND ALCOHO	500213	CME OPTOMETRIST
500968	CDC NTCS-MANAGER	500214	CME PHARMACIST
500452	CDP TRAINING COURSES	500215	CME PHYSICAL THERAPY
230914	CDXC-SG-1A IMR PUL(TEL14)	500079	CME PYA
500709	CE CONTRACT LAW	500080	CME QUALITY ASSURANCE
500911	CEG FELLOWS	230562	CMS CUSTODIAN (USN)
500940	CELESTIAL NAVIGATION	500960	CMS LOCAL HOLDER
241930	CELESTRIAL NAVIGATION	500143	CN INTEL SUPPORT TRNG (COUNTER
500254	CENTRALIZED SHIPBOARD SUPPLY	240811	CO PUBLIC AFFAIRS COURSE

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
241855	CO/COLLATERAL DTY PAO CRS	340530	COMSEC MATERIAL SYSTEM
400381	CO/PXO ASHORE	500038	CONCRETE INSP + REPAIR
500275	COASTAL ENGINEERING	400442	CONCRETE INSPECTION
500773	COASTAL ENGINEERING II	400443	CONCRETE MAINTENANCE AND REPAIR
240514	COASTAL ENGINEERING GREAT LAKE	500036	CONCRETE MAINTENANCE REPAIR
500261	CODAP JOB TASK ANALYSIS	241228	CONF ON ALCOH AND DRUG ABUSE
500540	COLD REGIONS	500059	CONFIG MAN + ALLOWANCE DOC USE
500005	COLLATERAL DUTY INTEL COURSE	500096	CONFINED SPACE ENTRY
150030	COLLINS RADIO	500316	CONFINED SPACE ENTRY GAS FREE
500065	COMBAT CASUALTY CARE	500730	CONFINED SPACE SAFETY
400307	COMBAT TERRORISM ON MILTRY INS	500450	CONFLICT RESOL./NEGOT. SKILLS
500153	COMBATTING TERRORISM	500405	CONGRESS & THE LEGISLATIVE PRO
250417	COMDAC AN/SVD-1/OSS	500411	CONGRESS AND MONEY
400055	COMDAC BASIC MAINT	240516	CONSTRUCTION CONTRACT
400000	COMDAC BASIC OPERATOR	500970	CONSTRUCTION CONTRACTING BASICS
400065	COMDAC CIC WATCHSTANDER	501067	CONSTRUCTION CONTRACTS
400190	COMDAC CO/XO OVERVIEW	400431	CONSTRUCTION COST ESTIMATING
250419	COMDAC EMO OPERATOR	230610	CONSTRUCTION TENDER (ANC-C)
241025	COMDAC MAINT	230025	CONSTRUCTION TENDER FOR MK (AN
250421	COMDAC QM OPERATOR	500848	CONTAINER INSPECTION
400170	COMDAC SYS OVERVIEW	230192	CONTINGENCY PLANNING CSE
250300	COMDAC/UYK-20 MAINT	250524	CONTINGENCY PREP COMMAND & CON
500719	COMDT AWARD TRNG	351269	CONTINGENCY PREP COMMAND & STA
241201	COMM INFO AND RETENTION	400180	CONTINGENCY PREP DELIB PLANNER
240182	COMM SYS OPERATOR	500577	CONTINGENCY PREP DELIB PLANNER
500973	COMMAND AND CONTROL WARFARE	400318	CONTINGENCY PREP EXERCISE PLAN
340660	COMMAND COURSE IN ASW	500046	CONTR PRICING, PRINCIPLES OF
250510	COMMAND EXCEL	400130	CONTRACT ADMINISTRATION
500965	COMMAND INTELLIGENCE OFFICER	241408	CONTRACT ADMINISTRATOR
500102	COMMAND LEVEL SAFETY MGMT	240565	CONTRACT ATTORNEY
500089	COMMAND LEVEL SAFETY MGMT COUR	500040	CONTRACT C + P
500533	COMMAND LEVEL SFTY MGMT EXPORT	241341	CONTRACT CLAIMS/LITIGATION/REM
500277	COMMANDERS ENVIRONMENTAL MANAG	500718	CONTRACT COURSE REV
500673	COMMANDING OFFICER PUBLIC AFFA	241412	CONTRACT LAW
250490	COMMERCIAL DIVING INDO	501091	CONTRACT LITIGATION
500304	COMMERCIAL FISHING VESSEL EXAM	501092	CONTRACT LITIGATION
500320	COMMERCIAL FISHING VESSEL EXAM	500247	CONTRACT MANAGEMENT
250255	COMMERCIAL TRUCK DRIVING	400449	CONTRACT NEGOTIATING
350190	COMMS ENG/MGT MONTEREY	500024	CONTRACT NEGOTIATIONS WORKSHOP
500112	COMMS FOR AVIATION MGMT	400432	CONTRACT PREPARATION AND MANAG
230561	COMMS OFFICER AFLOAT	241401	CONTRACT QUALITY ASSURANCE
340631	COMMS OFFICER ASHORE	241415	CONTRACT SPECIFICATION
240160	COMMS ON LINE	500025	CONTRACT. OFF TECH REP
240170	COMMS PROCEDURES SUPERV.	500786	CONTRACTING
240180	COMMS QUALITY MONITOR	500846	CONTRACTING
200082	COMMS SYSTEM /DEVELOPMENT	500510	CONTRACTING BY SEALED BIDS
230560	COMMS SYSTEMS TECH	240526	CONTRACTING FOR A-E SERVICES
500567	COMMSTA WATCHSTANDER	500364	CONTRACTING FOR CE
500644	COMMSTA WATCHSTANDER	500509	CONTRACTING FOR SERVICES
250449	COMMSTA WATCHSTANDER (SHIPBOAR	500703	CONTRACTING FOR SERVICES
210230	COMMTRACK	501100	CONTRACTING FUNDAMENTALS
200530	COMMUNICATIONS ENGINEERING MAN	501105	CONTRACTING FUNDAMENTALS
340630	COMMUNICATIONS OFF AFLOAT	500503	CONTRACTING FUNDAMENTALS
500082	COMPETENT PERSON COURSE	400450	CONTRACTING OFFICER REP
241410	COMPLETE BLOOD COUNT/U	501131	CONTRACTING PRICING
400354	COMPLEX CRIMINOLOGY	501132	CONTRACTING PRICING
240255	COMPUTER AIDED EMERG OPS	141030	CONTRACTING OFFICER TRAINING
500872	COMPUTER AIDED HYDROLOGY	230700	CONTROL PITCH PROP SYSTEMS (CP
500356	COMPUTER AUTO MGMT SYS LOGIC &	230855	CONTROL STATION OPS
250256	COMPUTER BASIC LANGUAGE	500281	CONTRUCTION COST ESTIMATION
230272	COMPUTER SAR PLANNING	230481	CORE COURSE
200535	COMPUTER SCIENCE SYSTEM	230482	CORE INSPECTION DEPT CSE
341210	COMPUTER SHIP DESIGN	230483	CORE PORT OPS CSE
500694	COMSEC (USN)	500784	CORR PREV ADVOCATE
250433	COMSEC CADRE	500783	CORROSION CONT TECH
340532	COMSEC FAMILIARIZATION	140200	CORROSION CONTROL

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500262	CORROSION CONTROL	500180	DANTES PROGRAM
400120	COST AND PRICE ANALYSIS	500455	DAVID BERNSTEIN
141030	COTR	101222	DC RATING PANEL
400334	COTR (ARMY)	241660	DC REPAIR PARTY LEADER
500008	COTR TRAINING	241640	DC TEAM TRAINING
500656	COUNTERDRUG INTEL ANALYST	241650	DCPO
240445	COUNTERING TERRORISM	240290	DDP-516
500723	COUNTERTERRORISM ANALYSIS COUR	240300	DDP-516 PROGRAMMING
400060	COURSE DESIGNER	400462	DEA BASIC DRUG TESTING
500593	COURSE DESIGNER COURSE/FISHERI	500755	DEEP NAVIGATION DATA WORKSHOP
500627	COURT REPORTER	500756	DEEP NAVIGATION DATA WORKSHOP
500741	COURT TECHNOLOGY	500964	DEF ADV TRF MGM CRS
230275	COXSWAIN "C" SCHOOL	240250	DEF AGAINST METHOD ENTRY
500021	CPM WORKSHOP/SEMINAR	240260	DEF AGAINST SOUND EQUIP
500884	CPO ACADEMY	500359	DEF BASIC PRESER&PACKAGE
230442	CPO ACADEMY	400388	DEF INVENTORY MANAGEMENT
500971	CPOA NEEDS ASSESSMENT	500360	DEF MARK FOR SHIP&STORE
500843	CQA SELF ASSESSMENT	241282	DEFENSE ADV TRAFFIC MANAGEMENT
400471	CR/HRA BASIC AWARENESS (2HR)	240557	DEFENSE COUNSEL (TRIAL A
500201	CR/HRA BASIC HUMAN AWARENESS (	500563	DEFENSE COUNSEL ADVOCACY
400472	CR/HRA COMMUNICATIONS	340160	DEFENSE INFORMATION SCHOL
400470	CR/HRA ORIENTATION	341320	DEFENSE INVENTORY MANAGEME
400469	CR/HRA SEXUAL HARRASSMENT PREV	500056	DEFENSE PACKAGING OF HAZMAT FO
341280	CRANE INSPECTION/TESTING	340170	DEFENSE PROCUREMENT MGMT
240190	CRANE OPERATOR	400332	DEFENSE REUTILIZATION/MARKETIN
500094	CRANES + MATERIALS HANDLING FO	400165	DEFENSE SYS MNGT COLLEGE
501047	CRASH FIRE FIGHTING	240280	DENTAL EQUIP REPAIR TECH
340130	CRASH SURVIVAL	240275	DENTAL HYGIENE
340223	CRASH SURVIVAL INVEST	240277	DENTAL LAB (BASIC)
340222	CREW RESOURCE MGMT	500067	DENTAL REPAIR SPECIALIST
500700	CREW-41	200545	DENTAL RESIDENCY TRAINING
500640	CRIME/LOSS PREVENTION #2	500956	DENTAL RPR SPECIALIST
240977	CRIMINAL INVEST AUTOMATED ENVI	400330	DENTAL SPECIALIST
500623	CRIMINAL LAW ADVOCACY CRSE	240270	DENTAL TECH PROSTHETIC
500560	CRIMINAL LAW NEW DEV.	500250	DENTAL TECHNICIAN "A" SCHOOL
240566	CRIMINAL LAW NEW DEVELOP.	500075	DENTAL WORKSHOP/SEMINAR
400349	CRISIS MANAGEMENT	240875	DEOMI 16 WEEK RESIDENT
341221	CRM INST.	500460	DESIGN OF FIXED & FLOATING STR
500015	CROSS CULTURE COURSE	400141	DESIGN OF STEEL STRUCTURES
230490	CRP-3100 RADAR TRAINING	500833	DESIGNING TELECOMMUNICATION DISTRIB SYS
250257	CRUDE OIL WASH/INERT GAS (COW/	340780	DESING WELDED STEEL STRU.
340770	CRYOGENIC ENGINEERING	250120	DETROIT DIESEL
240200	CRYPTO REPAIR-TSEC/DW 26	500875	DEVELOP. & AUTO. EFFECTIVE FAC. MGMT OP 500891
240210	CRYPTO REPAIR-TSEC/KW-7		DEVELOPING A CRM PROGRAM
242050	CRYPTOGRAPHIC EQUIPMEN	130293	DF-301E MAINT.
500142	CT ANALYSIS (COUNTERTERRORISM)	250015	DIESEL ENGINEROOM AUTOMATION
500725	CULTURAL AUDIT EXECUTIVE TRAIN	501056	DIFFERENTIAL BROADCAST SITE MAINTENANCE
250250	CUMMINS V-903 ENGINE MAIN	241453	DIGITAL/ELEC TRAINING
250110	CUMMINS VT-12	241380	DINFOS COLLATERAL
230120	CUNNINS	241379	DINFOS MINI-COURSE
500852	CURRICULUM DEV-ALT COMP PGM	241381	DINFOS PUB AFFAIRS
341120	CVS INDOCTRINATION	340190	DIRECT COMMISSION
500836	CWO COURSE 140510 C-130 (H) SIMULATOR	241320	DISASTER PREPAREDNESS
400483	CWO INDOCTRINATION COURSE	240320	DISASTER RECOVERY
500736	CWO INDOCTRINATION COURSE	240330	DISEASE VECTOR/PEST PREV.
500303	CWO INDOCTRINATION/TRANSITION	500530	DISTRICT LEVEL SAFETY MANAGEME
241355	CWO LEGAL TRAINING	400394	DIVE MEDICAL TECHNICIAN
240543	CWO LEGAL TRAINING	240340	DIVER FIRST CLASS
341070	CWO WEPS	500125	DIVER REQUALIFICATION
340560	D-8 BOARDING OFFICER	240350	DIVER SECOND CLASS
500229	DAMA MAINT	242170	DIVER SUPV/MASTER DIVE
340140	DAMAGE CONTROL ASSIST	500487	DIVERSITY (STRATEGIC PLANNING)
240220	DAMAGE CONTROL	500918	DIVERSITY TRNG FOR MANAGERS/SUPERVISORS
500343	DAMAGE CONTROLLMAN ADVANCED	341170	DIVING EQUIP INSPECTN
210020	DAMAGE CONTROLMAN	340200	DIVING SCHOOLS
240240	DANGEROUS DRUGS	241600	DIVISION DAMAGE CONTROL PO

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500537	DNV LOSS CONTROL MGMT	240524	ELECTRICAL SAFETY CODE
340180	DOD COMPUTER INSTITUTE	500831	ELECTRICAL SYSTEMS DESIGN
500191	DOD EMERGENCY PREP CSE	210040	ELECTRICIAN'S MATE
500149	DOD SECURITY SPECIALIST	220020	ELECTRICIAN'S MATE
241227	DOD/NAEYC DAY CARE TRNG	500344	ELECTRICIAN'S MATE ADVANCED
250303	DOPPLER SPEED LOG	500856	ELECTRONIC IMAGERY
250340	DOPPLER SPEED LOG	501052	ELECTRONIC IMAGING COURSE
500442	DOT BASIC SUPERVISORY TRAINING	241852	ELECTRONIC JOURNALISM
500427	DOT FELLOWS	500371	ELECTRONIC JOURNALISM
500925	DOT REIMBURS	500397	ELECTRONIC JOURNALISM
500459	DOT REIMBURSABLE AGREEMENT FOR	500670	ELECTRONIC JOURNALISM COURSE
500720	DRAINAGE SYSTEM DESIGN	250308	ELECTRONIC MATERIAL OFFICER (A)
501037	DREDGING FUNDAMENTALS	250309	ELECTRONIC MATERIAL OFFICER (P)
250258	DRIVING UNIT SUIT REPAIR	242437	ELECTRONIC REPAIR INSPEC
240360	DRUG ABUSE EDUCATION SPEC	240707	ELECTRONIC WARFARE
500300	DRUG AND ALCOHOL COUNSELOR COU	200540	ELECTRONICS ENGINEERING
500456	DWS SERVICEWIDE TRAINING	210290	ELECTRONICS FUNDMNTLS
340865	DYNAMICS OF INTERNATIONAL TERR	210060	ELECTRONICS TECHNICIAN
230365	E2/C2 T-56 ENGINE AND REC SYST	340800	ELEMENTARY DRILLING TECH.
130269	E2C AIRFRAME/HYDRAULICS SYS MA	240390	EM MAINTENANCE
130272	E2C BASIC AVIONICS	500353	EMERALD SYSTEM TRAINING
130271	E2C CAT III D	230800	EMERGENCY GAS TURBINE SYS
130273	E2C ELECT/INST SYSTEM MAINT	250435	EMI SURVEY
500132	E2C FLT TECH	250437	EMI SURVEY (CS401)
500131	E2C FO REFRESHER	240936	EMO
130274	E2C HCT 10	500743	EMT ADV CARDIAC L/S
130275	E2C IMUTS	500400	EMT ADVANCED
130276	E2C INSTRUMENT REPAIR	250240	EMT BASIC CERTIFICATION
130277	E2C MAINTENANCE MANAGER	400424	EMT BETHESDA
130278	E2C NAV SYS ORG MAINT	500071	EMT INSTRUCTOR
130283	E2C NFO/FT TRNG (FLT PHASE)	230600	EMT QUALIFICATION
130286	E2C PROP "O" REPAIR	250241	EMT RECERTIFICATION
130281	E2C PWRPLANTS/REL SYS MAINT	500199	EMT RECERTIFICATION
130280	E2C RTBS	500176	EMT TRAINING/CERTIFICATION
340465	E2C TRANSITION PILOT TRAINING	240410	EN/GAS TURBINE (EM-19)
130270	E2C WEAPON SYSTEM ANALYST	240305	ENDODONITICS SEMINAR
131281	E2C/AD COURSE	500682	ENERGY CONSERVATION MGMT
131273	E2C/AE COURSE	230990	ENG ADMINISTRATION (MK-1)
131269	E2C/AM COURSE	230770	ENG OFF/MPA INDOC (EO-16)
131272	E2C/AT (AEW)	230315	ENG PO AFLOAT DAMAGE CONTROL
240370	ECCM AIR SEARCH OPERATOR	500936	ENG PROP FUELS AND OIL SHIPBOARD
400428	ECONOMIC ANALYSIS	500785	ENG/MNGT (P)
500310	ECONOMIC ANALYSIS	230680	ENGINE GOVERNORS (MK-7)
500054	ECV WORKSHOP/SEMINAR	240400	ENGINE/CONTROL PITCH PROP
241330	EDITORS COURSE	350250	ENGINEER PHYSICS, UNIV OF ROCH
500763	EEO COUNSELORS COURSE	241760	ENGINEERING DEPT ADMIN
231020	EEO FOR SUPERVISORS	351040	ENGINEERING PHYSICS
500762	EEO PRGM MG COURSE	200550	ENGINEERING PHYSICS
500764	EEO SPECIALISTS COURSE	230620	ENGR PETTY OFF INDOCTRIN.
400368	EFFECT INST	240470	ENL TACTICAL APPLICATIONS
500044	EFFECTIVE CADD MGMT.	501024	ENV. COMPLIANCE ASSESSMENT
500482	EFFECTIVE CASHFLOW MGMT	500328	ENV LAW/NON LAW
350220	ELEC ENG PURDUE	501039	ENV. RISK COMM WORKSHOP
350200	ELEC ENGINEER UNIV OF MI	501027	ENV. RISK COMM WORKSHOP
350230	ELEC ENGINEER USAFB MONTEREY C	200555	ENVIRONMENTAL MANAGEMENT
350210	ELEC ENGINEER, MASS INS CAMBRI	500173	ENVIR CRIMES INV
240380	ELEC WARFARE WATCH OFF	500034	ENVIRO LAWS + REGS
241437	ELEC/ELECTRONICS BASIC	246615	ENVIRONMENTAL HEALTH SPEC
230820	ELEC/ELECTRONICS CONTROL	351266	ENVIRONMENTAL REGULATIONS
500311	ELECT PWR SYS	351265	ENVIRONMENTAL RISK
500549	ELECTRIC CODE	501089	ENVIRONMENTAL COMP. PAC REFRESH ROADSHOW
241790	ELECTRICAL CONTROL DEV	500047	ENVIRONMENTAL COMPLIANCE
250259	ELECTRICAL ENGINEERING	501068	ENVIRONMENTAL COMPLIANCE LANT BASIC
500851	ELECTRICAL EXPLOSIVE SAFETY-NAV. FAC.	501069	ENVIRONMENTAL COMPLIANCE LANT REFRESHER
400453	ELECTRICAL INSPECTION	501070	ENVIRONMENTAL COMPLIANCE LANT ROADSHOW
340790	ELECTRICAL SAFETY	501086	ENVIRONMENTAL COMPLIANCE PAC BASIC

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
501088	ENVIRONMENTAL COMPLIANCE PAC BASIC ROAD	500023	FAC SUPRT CONTRACT/HSE MGRS-
501087	ENVIRONMENTAL COMPLIANCE PAC REFRESHER	500299	FACILITIES EVAL
500048	ENVIRONMENT COMPLIANCE/FEDERAL	500873	FACILITIES MAINTENANCE & REPAIR ESTIMATE
500278	ENVIRONMENTAL CONTRACTING	400429	FACILITIES PLANNER
500325	ENVIRONMENTAL CRIME INVESTIGAT	500022	FACILITIES PLANNER
000027	ENVIRONMENTAL FEDERAL FACILITE	500029	FACILITIES SUPPORT CONTR
340333	ENVIRONMENTAL HEALTH & SAFETY	400430	FACILITIES SUPPORT CONTRACTS
501021	ENVIRONMENTAL LAW	500596	FACILITY SYSTEM SAFETY
500115	ENVIRONMENTAL LAW	500792	FAIRBANKS MORSE 3800
500349	ENVIRONMENTAL LAW UPDATE COURS	230690	FAIRBANKS-MORSE 3800 (MK-8)
400454	ENVIRONMENTAL LAWS AND REGULAT	250140	FAIRBANKS-MORSE DIESEL
500272	ENVIRONMENTAL OFFICER	241223	FALL CONFERENCE ON ALCOH
400426	ENVIRONMENTAL PROTECTION	500589	FAMILY ADVOCACY REPRESENTATIVE
400436	ENVIRONMENTAL PROTECTION COMMI	500824	FAMILY IN STRESS & CRISIS
250526	ENVIRONMENTAL PROTECTION SPECI	500806	FAMNET II-TELE
500409	ENVIRONMENTAL REGULATION COURS	250443	FARINON FAS 2000
500028	ENVIRONMENTAL REGULATIONS	400308	FARION FAS-2000 MAINTENACE
500253	ENVIRONMENTAL RESTORATION PROJ	500679	FATIGUE COUNTERMEASURES
250130	EPA	500649	FCS MK92 MOD 1 OPS/MAINTENANCE
500747	EPA AHERA INSPECTOR CSE	240813	FEB LABOR REALTIONS
500861	EPA LEAD PAINT RISK ASSESSOR	500114	FED EMPLOYEE + LABOR RELATIONS
240870	EQUAL OPPORT PRG ORIENT FOR MG	500561	FED. EMPLOYEE/LABOR RELS
400311	EQUAL OPPORT STAFF ADVISOR COU	400125	FEDERAL CONTRACT LAWS AND REGS
500528	ERGONOMICS	500969	FEDERAL CONTRACTING
500850	ESA-INTERAGENCY CONSULTATION TRAINING	500630	FEDERAL COURTS & BOARDS LIT.
501034	ESA-SECTION 7 CONSULT	500913	FEDERAL EXEC. INSTITUTE
500742	ESATS/HH-60-J	500432	FEDERAL EXECUTIVE INSTITUTE
150261	ESSEX POWER UNIT	500224	FEDERAL LABOR RELATIONS
500807	ESTIMATING FOR CONSTRUCTION CONTRACT MOD	240581	FEDERAL LITIGATION
400451	ESTIMATING FOR CONSTRUCTION MO	240491	FFG-7 WEAPONS SYS OFF
500288	ET INDOCTRINATION FOR ST'S	341350	FFG7 PCO/PXO BRIEFING
500413	ETHICS CORPS TRAINING	341340	FFG7 WEAPONS OFFICER
500770	ETHICS COUNSELORS COURSE	240487	FFG7 WEAPONS SYS OFF CSE
500511	ETHICS IN FED CONTRACTING	340210	FIBERGLASS REINFORCED PLASTIC
210260	ETN	250150	FIBERGLASS/PLASTIC BOAT
210320	ETN TRACK	500901	FIBER OPTIC CABLE INSTALLATION
240304	EVAL AND TREATMENT OF CERVICAL	500801	FIBER OPTICS MAINTENANCE
250390	EVAPORATOR WASTE HEAT	501125	FIBER OPTICS USAF
240938	EW DIGITALS	240956	FIELD EVIDENCE/CRIME SCENE TRA
341360	EW OFFICER SURFACE	230510	FIELD OIL FINGERPRINTING
240939	EW OPERATION TRAINING	400347	FIELD TECHNICAL AUTHORITY
240420	EW OPERATOR	241419	FIELD UNIT TECH REP(COTR)
242445	EW TECH	500161	FINANCIAL FRAUD INVESTIGATIONS
500294	EW TECH CV/CVN OPERATIONS	351050	FINANCIAL MANAGEMENT
240430	EW THREAT RECOGNITION	200560	FINANCIAL MANAGEMENT
242440	EW THREAT RECOGNITION	350260	FINANCIAL MANAGEMENT GEORGE WA
400396	EW WATCH (SUPERVISOR)	500496	FINANCIAL MGMT OF INTELLIGENCE
400305	EW WATCH OFF/SUPERVISOR	500144	FINANCIAL MGMT OF INTELLIGENCE
230911	EXAM ITEM WRITERS	340820	FIRE AND EXPLOSION HAZARDS
501102	EXECUTIVE CONTRACTING	500705	FIRE CHIEFS WORKSHOP
500429	EXECUTIVE DEVELOPMENT SEMINAR	220030	FIRE CONTROL TECH
500927	EXECUTIVE FORUM	210070	FIRE CONTROL TECHNICIAN
500915	EXECUTIVE POTENTIAL PROG.	240461	FIRE FIGHTER RESCUERMAN
500443	EXECUTIVE POTENTIAL PROGRAM	501045	FIRE INSPECTOR/INVESTIGATOR
240440	EXECUTIVE PROTECTION	500366	FIRE LIAISON
400427	EXECUTIVE SEMINAR	400482	FIRE LIASON
240450	EXPLOSIVE HANDLING SUPERVISOR	500093	FIRE PROTECTION AND LIFE SAFET
231070	EXPLOSIVE LOADING SUPV	501043	FIRE PROTECTION APPRENTICE
500996	EXPLOSIVE ORDNANCE DISPOSAL DIVER	501051	FIRE PROTECTION APPRENTICE
500838	EXPLOSIVE ORDNANCE	500045	FIRE PROTECTION MANAGEMENT
500345	EXPLOSIVES HANDLING SUPERVISOR	400439	FIRE PROTECTION MGMT APPLICATI
400385	EXPORTABLE SAR	240527	FIRE PROTECTION SPECIALIST
500601	EXPORTABLE SMALL PURCHASE	501044	FIRE RESCUE
500752	EXPORTABLE SMALL PURCHASE	231000	FIRE TUBE BOILERS TYPE
240307	EYE SPECIALIST	500172	FIREARMS INSTRUCTOR TRNG
340810	F.E.M. ANALYSIS SHIP STRU	240567	FISCAL LAW

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500368	FISHING VESSEL EXAMINER	500584	GAS FREE ENG
500289	FLAG CAREER TRANSITION COURSE	241665	GAS FREE ENGINEER
400350	FLAG WARFARE SKILLS	130285	GAS TURBINE GEN AN32-60
500184	FLAGQUARTERS	340224	GAS TURBINE INVESTIGATION
500515	FLAGQUARTERS OJT	230650	GAS TURBINES (MK-4)
400444	FLEXIBLE PAVEMENT INSPECTION	250520	GCOS
340220	FLIGHT SAFETY OFFICER (AF)	230640	GE/SOLAR EMERG.GT/SOLAR
500208	FLIGHT SURGEON (ARMY)	140202	GEN CORROSION CONTROL
150282	FLIR 2000B INFRA RED	240519	GENERAL CONSTRUCTION
500314	FLOATING STRUCTURES DESIGN	230760	GENERAL ELECTRIC GT
250260	FLUIDIZED BED CONSTRUCT	400446	GENERAL INSPECTION
230035	FOG/RBM (ANC-FD/RB)	240460	GENERAL SHIP F/F
500637	FOOD SERVICE SANITATION	210270	GENERAL TRACK
400331	FOOD SERVICE SANITATION INSTRU	400140	GLIDE SLOPE IND MAINT
500990	FOOD SPECIALIST	240937	GLIDE SLOPE INDICATOR
400362	FOREIGN LANGUAGE TRAINING	500734	GLOBAL COMMAND AND CONTROL
500260	FOREIGN SERVICE INSTITUTE	400411	GM "A" PHASE II
200565	FOREIGN SERVICES(SO175)INSTITUTE SENI	230420	GM "C"
501081	FORCE PROTECTION OFFICER	240482	GM "C" (PHASE 2)
501082	FORCE PROTECTION OFFICER	240484	GM "C" (PHASE 2B)
500605	FREIGHT	240485	GM "C" (PHASE 3)
400387	FREIGHT TRAFFIC	230750	GM 8-567E2 DIESEL (MK-14)
500398	FSO QUAL (TSI)	230130	GM-671
500609	FSO/GSO WORKSHOP	501108	GOVERNMENT CONTRACT LAW
230410	FT "C" SCOL	500050	GOVERNMENT CONTRACT LAW
500542	FUEL CELL REPAIR	501107	GOVERNMENT CONTRACR LAW
150038	FUEL QUALITY CONTROL SPECIALIS	500222	GOVT CONTRACT LAW SYMPOSIUM
241770	FUNDAMENTAL HYDRAULICS	500595	GOVT CONTRACTING/AVN ENGR'S
500085	FUNDAMENTALS OF INDUSTRIAL VEN	500223	GOVT MATERIAL ACQUISITIONS
501011	FUNDAMENTALS OF UNIX SYSTEM	351282	GRAM ANALYSIS REFRESHER
150060	G1 DART ENGINE MAINT	400378	GRANGER 6010
150289	G1 DART ENGINE REFRESHER	250455	GRANGER MICROWAVE MAINTENA
150070	G1 INITIAL MAINTENANCE	340225	GROUND SAFETY SCHOOL
500779	G1 MAIN INIT	400460	GROUND WATER HYDROLOGY
500780	G1 MAINT REF	400461	GROUND WATER QUALITY
150071	G1 REFRESHER MAINTENANCE	500265	GROUNDWATER INVESTIGATION
340470	G1 VC-4 PILOT INITIAL	240185	GROUNDWATER MONOTORING
340480	G1 VC-4 PILOT REFRESHER	500155	GSA SECURITY CONTAINER TRNG
150068	G1 VC4 APU 85-37	240941	GSB900 SCHOOL
500620	G1 WARM-UP TRAINING	140430	GTC-85
150300	G2 ELECT/AVIONICS INITIAL	240489	GUN BARREL INSPECTION
150301	G2 ELECT/AVIONICS REFRESHER	230426	GUN BAT ALIGN
150080	G2 INITIAL MAINTENANCE	240480	GUNNER PETTY OFFICER
150081	G2 REFRESHER MAINTENANCE	210080	GUNNER'S MATE
151382	G2 SP50G AUTOPILOT	230427	GUNNERY OFFICER
150190	G2 SPEY ENGINE INITIAL	341330	GUNNERY OFFICER
150290	G2 SPEY ENGINE REFRESHER	240490	GUNNERY TEAM TRAINING
340490	G2 VC-11 PILOT INITIAL	240500	GYRO COMPASS MK23 MNT
340500	G2 VC-11 PILOT REFRESHER	250370	GYRO FIN STABILIZER
340501	G2 VC11 ADDITIONAL SIMUALTOR	151154	H65/H25 ADV COMPOSITE REP
500691	G3 (VSCF) ELECT	150090	HAMILTON STANDARD
500697	G3 ADV TRBL SHOOT	500829	HANDS ON MICROSOFT ACCESS
500817	G3 AUTOPILOT	500698	HARLESS FRONT END ANALYSIS
500552	G3 AV/ELECT	240718	HARPOON (ACME)
500579	G3 C-20 PILOT INITIAL	241429	HARPOON ANTISHIP CRUS MSL
500578	G3 C-20 PILOT REFRESHER	241425	HARPOON CANISTER HANDLING
500695	G3 ENG	351283	HARPOON COMMAND
500608	G3 MAINENANCE INITAL COURSE	241432	HARPOON EMPLOYMT TACTICS
500551	G3 MAINT DIFF	400402	HARPOON HANDLING TEAM TRAINING
500696	G3 MAINT REFRESH	241423	HARPOON MISSILE INTERFACE
500692	G3 SPZ AUTOPILOT	241422	HARPOON SURFACE APPL MAIN
500553	G3 SPZ-800	241431	HARPOON SURFACE SHIP TT
500246	G4 AVIONICS/ELECTRICAL	500020	HARVARD NAT'L SECURITY FELLOW
500976	G4 MAINT REF	200570	HARVARD NATIONAL SECURITY FELL
351263	GAS CARRIER INSPECTOR (GAS)	242100	HAZ MAT INCIDENT RESPONSE (HMI
340830	GAS DETECTION INSTRMT	250475	HAZ MATERIAL MANAGEMENT COURSE



## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500633	HAZ WASTE COMP BASIC LANT	150140	HH-52A ASE
500635	HAZ WASTE COMP BASIC R/S PAC	150240	HH-52A ASE/ELECT
500634	HAZ WASTE COMP REF LANT	130200	HH-52A ASE/ELECTRICAL
500636	HAZ WASTE COMP REF R/S PAC	150150	HH-52A ELECT
500043	HAZ WASTE MANAGEMENT	150250	HH-52A ELECT/AFCS
501038	HAZ. WASTE MGRS TRNG	340280	HH-52A MAINT OFFICER
230580	HAZARDOUS CHEMICAL ET AL	156154	HH-60 ADV COMPOSITE REPAIR
340226	HAZARDOUS MATERIAL CONTROL	500463	HH-60-S SIMULATOR TRAINING
351257	HAZARDOUS MATERIAL HANDLING AN	130255	HH-60J AFCS ELECTRICAL
400363	HAZARDOUS MATERIAL TRNG	130260	HH-60J AFPT
500019	HAZARDOUS MATERIALS	130265	HH-60J AVIONICS
200575	HAZARDOUS MATERIALS	156158	HH-60J HELO ROTOR TUNE
250480	HAZARDOUS MATERIALS CO	152154	HH-60J MGRS
250590	HAZARDOUS MATERIALS CO	340685	HH-60J PROFICIENCY
500361	HAZARDOUS MATLS HANDLING	340299	HH-60J QUALIFICATION
400435	HAZARDOUS WASTE MANAGEMENT	340298	HH-60J RE-QUAL
500063	HAZMAT COMPLIANCE + ENFORCEMEN	156156	HH-60J SPECIAL TOOLS TRAINING
500092	HAZMAT COMPLIANCE AND ENFORCEM	130282	HH-60J T-700 ENGINE
400370	HAZMAT HANDLING AND DISPOSAL	340297	HH-60J TRANSITION
501046	HAZMAT TRAIN THE TRAINER	130252	HH-65 AFCS/ELECTRICAL
500090	HAZMAT WASTE MANAGEMENT	130253	HH-65 AFPT
351256	HAZMAT/WASTE SPILL PREVENTION	130251	HH-65 AVIONICS
143433	HC-130H CONTRACT COURSES	341288	HH-65 INSTRUCTOR PILOT
500746	HC130H FLIGHT LINE PROPELLOR	130254	HH-65 LTS 101 ENGINE
500961	HCO HELO INDO	340695	HH-65 PROFICIENCY
500828	HEALTH & FITNESS LEADER	500477	HH-65 PROFICIENCY TRAINING
200580	HEALTH CARE ADMINISTRATION GRA	340293	HH-65 RE-QUAL
200585	HEALTH CARE ADMINISTRATION UNG	341287	HH-65 RE-QUAL
501042	HEALTH RESOURCES MANAGEMENT	130259	HH-65 ROTOR TUNE
240605	HEALTH RESOURCES MGMT	340295	HH-65 TRANSITION
240607	HEALTH SCIENCE SPEC	500874	HIGH CURRENT OIL CONTAINMENT COURSE
210090	HEALTH SERVICES TECHNICIAN	501123	HIGH VOLTAGE SAFETY
241900	HEARING CONS/HEAT STRESS	242000	HIGH RELIABILITY SOLDER
341150	HEARING OFFICER	500708	HISTORIC STRUCTURES I
241710	HEAT EXCHANGERS	400342	HM HW COORD
240525	HEATING VENTILATION AND A/C	150260	HOBART GPU
241376	HELICOPTER EGRESS TRNG	500166	HOMOCIDE INVESTIGATION
130190	HELICOPTER INFLIGHT REFUEL	350270	HOSP ADMIN USN HOSP BETHESDA M
500819	HELO ACC INV	351060	HOSPITAL ADMINISTRATION
500787	HELO ACCIDENT INV	400389	HOSTAGE NEGOTIATIONS
341230	HELO ACCIDENT INVESTIGAT.	250512	HOUSING OFFICER
500297	HELO SLING OPERATIONS	500803	HOW TO EFF WRITE & EVAL CONG LEGIS
500877	HF-80 HIGH POWER ROAD SHOW	500408	HOW TO MONITOR CONG. APPROPRIA
250350	HF-80 RECEIVERS/TRANSM	501012	HP-UX 10.X SYSTEM ADMIN HP9000
400010	HFDL MAINT	400048	HPL OPR AND PROG-CSE 98524X C
150310	HH 3F APG	500905	HR MGMT. ISSUES FOR SR. MGRS.
150100	HH-3F AFCS	500447	HR PROFESSIONAL AS A CONSULTAN
130250	HH-3F AFCS ELECTRICAL	231040	HS "C" (DENTAL)
140490	HH-3F AFPT	231050	HS "C" (MEDICAL)
150110	HH-3F AFPT	240610	HS 'C' SCOL
150120	HH-3F ELECT	500962	HSL-37 BPAS
140491	HH-3F HELO TECHN	500257	HS RATING REVIEW
340250	HH-3F MAINT OFFICER	500070	HS SHIPBOARD TRAINING
340690	HH-3F PROFICIENCY	240302	HS SHPBD SERIES TRNG
500476	HH-3F PROFICIENCY TRAINING	500218	HS/HSEEP
340240	HH-3F QUALIFICATION	130290	HU-16E MAINTENANCE
341282	HH-3F RE-QUAL	150160	HU-16E PROPELLER
130119	HH-3F T-58-5 ENGINE	150155	HU-25 AIRFRAME
340260	HH-3F TRANSITION	130234	HU-25 AVIONICS/DROPMASER
130110	HH-52 AIRFRAME PWRTRN	133234	HU-25 AVIONICSMAN
130220	HH-52 MAINTENANCE OFCR	150157	HU-25 AVONICS
340680	HH-52 PROFICIENCY	133236	HU-25 DROPMASER
340270	HH-52 QUALIFICATION	150156	HU-25 ELECTRICAL
341281	HH-52 RE-QUAL	500543	HU-25 ENG ADV TROUBLESHOOT
340290	HH-52 TRANSITION	130236	HU-25 FP UP-GRADE
150130	HH-52A AFPT	140540	HU-25 GARRETT ENGINE

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PMIS Code	Course Title	PMIS Code	Course
130239	HU-25 INSTRUCTOR PILOT	500362	INSTALLATION TRAFFIC MGMT
500478	HU-25 PROFICIENCY TRAINING	250514	INSTRUCIONAL MANAGEMENT
130237	HU-25 QUALIFICATION	242010	INSTRUCTIONAL MANAGEME
130238	HU-25 RE-QUAL	241311	INSTRUCTIONAL SYS DESIGN
130235	HU-25 TRANSITION	200600	INSTRUCTIONAL TECHNOLOGY
130090	HU16E	242310	INSTRUCTOR
500473	HUMAN ELEMENT IN AVIATION	241310	INSTRUCTOR
500103	HUMAN ERROR ACCIDENT REDUCTION	501017	INSTRUCTOR TRAINING
500835	HUMAN FACTORS	400333	INT LOGISTICS SUPPORT (ADVANCE)
500839	HUMAN FACTORS ENGINEERING TRAINING	500016	INTAC
341235	HUMAN FACTORS HELO ACCIDENT	501029	INTERGRATED MGMT NAT/CULT RES
351070	HUMANITIES	250489	INTEL ANALYST COURSE (IAC)
350280	HUMANITIES, WESLEYAN UNIV/ CT	400360	INTEL COLLECT MANAGEMENT COURSE
500472	HVAC ANALYSIS	240555	INTEL COLLECT MANG CSE
400438	HVAC CONTROL SYSTEMS	400310	INTEL MGMT
241512	HVAC CONTROL SYSTEMS	240702	INTEL PHOTOGRAPHER
500279	HVAC DESIGN	400358	INTEL SUPPORT TRAINING
240510	HY80 STEEL AND ALUMINUM	500495	INTELLIGENCE ANALYST
230670	HYDRAULIC SYS AND EQUIP (MK-06)	500497	INTELLIGENCE COLLECTION MGMT
250160	HYDRAULICS	500521	INTELLIGENCE COLLECTION MGMT
250261	HYDRAULICS	240976	INTERAGENCY COUNTER TERRO
500907	ICAF	500466	INTERIM PILOT PROFICIENCY COUR
500421	ICAF	240513	INTERIOR DESIGN
351270	ICE OBSERVATION "C"	501101	INTERMEDIATE CONTRACTING
230430	ICE OBSERVER	500607	INTERMODAL FREIGHT TRANSPORTAT
500378	ICE OBSERVER (EXP)	400353	INTERNAL AFFAIRS INVESTIGATION
500379	ICEBREAKER FAM	500244	INTERNATIONAL AIRPORT SAFETY M
500744	ICEBREAKER FAM	500772	INTERNAT'L SAFETY MANAGEMENT CODE
500876	IDENTIFYING & CONFIRMING USER REQUIREMEN	500119	INTL OPERATIONS LAW
500031	II FACILITIES SUPPORT CONTR	500665	INTR IMAGERY RE
500796	IMAGERY INTERP CSE	240551	INTRO CRIMINAL INVEST TRN
500766	IMAGERY INTERP CSE	340850	INTRO FAULT TREE ANALYSIS
242150	INCIDENT MITIGATION AN	241393	INTRO INDUSTRIAL HYGIENE
500789	IND SYS MGR	351279	INTRO MINE COUNTERMEASURES
500820	IND SYS MGR	500321	INTRO TO AUTOCAD
500145	INDICATION + WARNINGS COURSE	500957	INTRO TO CBR DEFENSE
500498	INDICATIONS AND WARNING	231010	INTRO TO CIVILIAN PERS
400256	INDSEC BASIC	400448	INTRO TO CONTRACT MANAGEMENT
351090	INDUSTRIAL	400313	INTRO TO COORDINATED ASW
350030	INDUSTRIAL COLLEGE OF THE ARMED For.	501028	INTRO TO CULT. RES. MGMT
241890	INDUSTRIAL HEALTH PROG	500735	INTRO TO DATA COMM & NETWORKS
400369	INDUSTRIAL HYGIENE SAMPLING ST	500280	INTRO TO ENV MGMT
200590	INDUSTRIAL MANAGEMENT	500488	INTRO TO ENVIRONMENTAL HEALTH
500083	INDUSTRIAL NOISE	500514	INTRO TO ENVIRONMENTAL MED
250262	INDUSTRIAL NOISE CONTROL	500546	INTRO TO FED CONTRACTING
340840	INDUSTRIAL RADIOGRAPHY	500258	INTRO TO FED PROJ/HIST PRES
340920	INDUSTRIAL TOXICOLOGY	340940	INTRO TO OFFSHORE OPS
140250	INERT GAS WELD (HELI-ARC)	501119	INTRO TO PROGRAMMABLE LOGIC
250504	INFECTION CTRL IN DENTISTRY	250460	INTRO TO OFFSHORE OPS
240973	INFO SECURITY MGNT CSE	500545	INTRO TO QUALITY ENGINEERING
500425	INFORMAL DISPUTE RESOLUTION	500931	INTRO TO SPECIAL OPERATIONS COURSE
500163	INFORMANT DEVELOPMENT	500932	INTRO TO SPECIAL OPERATIONS COURSE
200595	INFORMATION SYSTEMS MANAGEMENT	250530	INTRO TO TOWBOAT AND T
500863	INFORMATION SYSTEMS MANAGEMENT FOR SWIII	500100	INTRO, INDUST HYGIENE FOR SAFE
500465	INFORMATION SYSTEMS OFF	500597	INTRO. TO ENV. HEALTH JTA
501122	INFRA-RED THERMOGRPHY	500860	INTRODUCTION TO JOURNALISM
500306	INFORMATION SYSTEMS OFFICER	400352	INTRUSION DETECTION SYSTEM MAN
501122	INFRA-RED THERMOGRPHY	230570	INVESTIGATION DEPT CSE
341141	INLAND SAR	501106	INVESTIGATIONS INDUSTRY TRN PROGRAM
500571	INMARSET A (MAGNAVOX)	500451	IPMA
500570	INMARSET A (MTI)	250560	ISA INTRINSIC SAFETY
230180	INSPECTION DEPARTMENT COURSE	501104	ISM/STCW
400447	INSPECTION OF FACILITIES	500738	ISO 9000 ASSESSOR/LEAD ASSESSO
500041	INSPECTION OF FACILITIES	500737	ISO 9000 IMPLEMENTATION WORKSH
400455	INSTALL REAL PROPERTY MGNT-DEH	241406	ITALIAN LANGUAGE TRNG
500233	INSTALLATION CONTRACTING	200040	JAPANESE TOTAL IMMERSION

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500000	JEFF	400425	LAW OF MIL. OPS SEMINAR
500453	JEFF HIGH	500562	LAW OF MIL. OPS SEMINAR
140530	JET ENG RTECH (H-1F, H	240558	LAW OF WAR WORKSHOP
340550	JET ENGINE ACCIDENT INV.	500220	LAW OF WAR WORKSHOP
500788	JET ENGINE MISHAP	350330	LAW UNIV OF MIAMI CORAL GABLES
340555	JET ENGINE MISHAP INVESTIGATIO	350340	LAW WILL + MARY WILLIAMSBURG
340555	JET ENGINE MISHAP INVESTIGATIO	500113	LAW WORKSHOP/SEMINAR
500232	JMCIS FORCE LEVEL	250481	LE PHOTOGRAPHY
500231	JMCIS MAINTENANCE	500174	LE WORKSHOP/SEMINAR
500293	JOB AIDS WORKSHOP	500603	LEAD TECH
500468	JOB TASK ANALYSIS	230926	LEAD/MNGMNT WORKSHOP
231003	JOHNSTON FIRE TUBE	230440	LEADERSHIP & MANAGEMENT ROADSH
500187	JOINT C3 STAFF AND OPERATIONS	501073	LEADERSHIP NEEDS ASSESSMENT
400357	JOINT INTELLIGENCE COURSE (JIC)	500714	LEADERSHIP TEAM COURSE
500251	JOINT MARITIME INFORMATION ELE	500225	LEGAL ADMIN COURSE
500948	JOINT MARITIME TAC	500711	LEGAL ASPECTS OF AVIATION SAFE
240520	JOINT PERSONEL PROPERTY MANAGE	240559	LEGAL ASSISTANCE
500619	JOINT PERSONNEL PROPERTY (ARMY)	500117	LEGAL CLERK/COURT REPORTER
500185	JOINT PLANNING + EXECUTION COU	500221	LEGAL NCO COURSE
500857	JOINT PUB AFF SUPERVISOR	250170	LEGAL PARAPROFESSIONALS
500675	JOINT PUBLIC AFFAIRS ADVANCED	500484	LEGAL RESEARCH
500396	JOINT SERVICE PUB. AFF.	240542	LEGAL YEOMAN
500190	JOINT STAFF AOOP	240550	LEGALMAN
341140	JOLAM	500983	LEVEL 1 IP NIGHT VISION DEVICE TRAINING
500239	JOPES COMMANDS	500485	LEXIS TRAINING
500800	JOPES TRAINING	230160	LG NAV BOUY (ANC-LNB)
500186	JOPS III USER	500574	LIFE SAFETY CODE
500197	JOTS II MAINT	500986	LIFESAVER
150035	JP-5 AVIATION FUEL SYSTEMS	500987	LIFESAVER (E)
240530	JP-5 FUEL SYSTEM	150036	LIQUID FUEL SYSTEMS
400300	JP-5 SHIPBOARD ENGINEERING FUEL	341180	LIQUIFIED GAS ADV TRNG.
500582	JTA - CONTAINER INSPECTOR	340870	LIQUIFIED GAS CARRIER
500534	JTA - SAFETY SUPERVISOR	230010	LISTER/LIMA DIESEL (ANC-M)
500301	JTA SENIOR INSPECTION DEPARTME	200610	LITTAUER
500110	JTA-XO AFLOAT DUTIES	250180	LM-100
500490	JTA-XO AFLOAT DUTIES	230340	LNB ENGINE/GENERATOR
500352	JTA/CIRICULUM REVIEW	250263	LNG CARGO LOADING
230865	JUMPS TRAINING	250264	LNG FIREFIGHTING
250413	KG-40 MAINT	250265	LNG MASTERS, MATE, PILOTS
500106	KSE WORKSHOP - PART 1	500894	LOBBYING THE 105TH CONGRESS
500107	KSE WORKSHOP - PART 2	500639	LOCKS & LOCKING DEVICES
500108	KSE WORKSHOP - PART 3	230170	LORAN A
500109	KSE WORKSHOP - PART 4	210240	LORAN A APPRENTICE
500111	KSE WORKSHOP/SEMINAR	230370	LORAN A JOURNEYMAN
150003	KY-58	210300	LORAN A TRACK
150009	KY-75/ANDVT	210250	LORAN C APPRENTICE
240545	LAB SPECIALIST (ADVANCED)	230055	LORAN C ENGINEERING
500209	LAB SPECIALIST ADV	230380	LORAN C JOURNEYMAN
240540	LAB SPECIALIST BASIC	210310	LORAN C TRACK
242040	LABOR MANAGEMENT RELAT	241270	LORAN OPERATOR
500457	LABOR/MANAGEMENT PARTNERSHIP	340310	LORAN PROSPECTIVE CO
230150	LAMP SHIPBOARD SUPPLY INDOC	230385	LORAN-C SYSTEMS
241438	LAMPS SHIPBOARD	230920	LORAN-C TIMING AND CONTROL
500175	LAND SURVIVAL TRAINING	240560	LOW LEVEL KEYING
241439	LANDING SIGNALMAN ENLISTED	140380	LOW PRESSURE CHAMBER TRNG
500290	LANGUAGE TRNG CREOLE	150281	LTN-211 OMEGA RECEIVER
501111	LAW	150270	LTN-52
200605	LAW	150280	LTN-72 INERTIAL NAV
350300	LAW CATH UNIV WASH DC	500732	LUF5 ADVANCED
250450	LAW ENFORCEMENT SCL	500323	LUF5 BASIC COURSE
500148	LAW ENFORCEMENT SPANISH	500414	LUF5 BASIC TRAINING
501097	LAW FOR LEGAL NCO'S	501093	LUF5 RECONCILIATION
350290	LAW GENERAL	501094	LUF5 RECONCILIATION
350320	LAW GEORGE WASH UNIV WASH DC	400377	LUF5 TRAINING
350310	LAW GEORGETOWN UNIV WASH DC	241435	M-61 MACHINE GUN MAINT
351100	LAW MANAGEMENT, COMPUTER SYSTE	500988	MACHINETOOL OP

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
140405	MACHINE TOOL OPERATOR	500076	MEDICAL WORKSHOP/SEMINAR
210210	MACHINERY TECHNICIAN	500243	MENTOR TRAINING
340880	MAG PARTICLE AND LIQUID	500441	MENTOR TRAINING PROGRAM
241950	MAGAZINE SPRINKLER SYS	340330	MERCHANT MARINE ACADEMY
400346	MAGAZINE SPRINKLER SYSTEM	350450	MERCHANT MARINE INDUSTRY
500693	MAINT DIFF	351150	MERCHANT MARINE INDUSTRY
500815	MAINT INIT	400321	MERCHANT MARINE INDUSTRY TRNG
500816	MAINT REF	340580	MERCHANT MARINE SAFETY
250410	MAINTENANCE CONTROL AV	240620	MERCUISER STERNDRIVE
500616	MAJOR CUTTER CSE OVERLAP	240630	MESS MANAGEMENT
351260	MAKO COMPRESSOR REPAIR	241402	MGMT ACQUISITION LOGIST
500431	MANAGEMENT DEVELOPMENT SEMINAR	351120	MGMT AND INDUSTRY MANAGEMENT
242030	MANAGEMENT EFFECTIVENE	241250	MGMT AND SUPV NAVAL PERSONNEL
351110	MANAGEMENT, ECONOMICS	501103	MGMT FOR CONTRACTING SUPERS
240570	MANAGEMENT, NAVY PX (ENL)	501033	MGR TO TEAM LEADER TRANSITION
340320	MANAGEMENT, NAVY PX (OFF)	500440	MGT. EFFECTIVENESS IN LMR
500412	MAPPING FUNDAMENTALS (ATLAS PR	501113	MICROCOMPUTERS FOR INVESTIGATIONS
500870	MARATHON BATTERY	140401	MICRO MIN MODULE SOL TECH
500757	MARINE AFFAIRS	241026	MICRO-MINATURE REPAIR
500758	MARINE AFFAIRS	140400	MICRO-MINI COMPONENT REP.
500722	MARINE AFFAIRS, LIVING MARINE	250451	MICROWAVE SYSTEM 1
340700	MARINE AUTOMATION	250453	MICROWAVE SYSTEM 2
200620	MARINE ENGINEERING	400309	MICROWAVE SYSTEMS
200615	MARINE ENGINEERING (NAVAL)	400359	MID EAST COURSE
500550	MARINE ENGINEERING TECHNOLOGY	241403	MID MANAGEMENT COURSE
341030	MARINE ENVIROMENT AND SYSTEM	500628	MID-CAREER LEGALMAN
340570	MARINE ENVIROMENTAL PROT	341285	MID-GRADE INSP HEAD
500305	MARINE ENVIRONMENTAL PROTECTIO	341160	MID-GRADE OFF POLUTION
250267	MARINE F/F STRATAG AND TACTIC	341420	MID-GRADE PERS DEPT HD
242110	MARINE FIREFIGHTING	500535	MID-MANAGERS LE TRAINING
500982	MARINE INSPECTION JOB TASK ANALYSIS	500122	MIL JUDGE
230590	MARINE SAFETY BASIC/MSBIC	240706	MIL JUST (SOC)
230591	MARINE SAFETY CADET	241350	MIL LAWYER ASST/LEGAL AID
340397	MARINE SAFETY DEPT HEAD	241360	MIL LAWYERS ASST/ADMIN.
340610	MARINE SAFETY MGMT SEMNR	241340	MIL LAWYERS ASST/CRIMINAL
500980	MARINE SAFETY OFFICER (RESERVE)	500664	MILIT GEOGRAPHY
341410	MARINE SAFETY SR OFF	250205	MILITARY JUDGE
500972	MARINE SCIENCE TECHNICIAN	500296	MILITARY JUDGES SEMINAR
210110	MARINE SCIENCE TECHNICIAN	501127	MILITARY JUSTICE MANAGEMENT
500123	MARINE SURVEYING	341300	MILITARY JUSTICE FOR SENIO
351130	MARINE TRANSPORTATION	340340	MILITARY JUSTICE SR OFFICER
350430	MARINE TRANSPORTATION CAMBRIDG	242060	MILITARY READINESS PLA
250535	MARITIME RCC CONTROLLER	250477	MILITARY STD TRANS AND MOVEMEN
340440	MARITIME SAR PLANNING	250473	MILSTAMP/OSD PROCEDURES
230810	MARK 27 GYRO COMPASS	400376	MILSTRIP
500001	MASON. STRUCT. DES.	241420	MIN/ELECT REPAIR
500727	MASONRY DESIGN	140390	MINATURE COMPONENT REPAIR
500127	MASTER FITNESS TRAINER	240866	MINATURE REPAIR
500315	MASTER PLANNING	351280	MINE PLANS AND OPS
350440	MATH TROY NY	351276	MINE WARFARE FAMILIARIZATION
351140	MATHEMATICS	351278	MINE WARFARE TACTICS
241180	MD-46 TORPEDO	500974	MINI MICRO ELEC RPR INSP
400445	MECHANICAL INSPECTION	241436	MINIATURE ELECTRONIC
500039	MECHANICAL INSPECTION	351277	MINING OPERATION
240590	MED DEEP SEA DIVING	500622	MINOR ATON MAINT SERV TECH
400463	MED SERVICE TECH INDEPENDENT D	400020	MITEL SX 10/20
500613	MED SVC TECH INDEP. DUTY	200025	MITEL SX 100/200
400375	MED TRNG PRG	400185	MITEL SX 200
500678	MEDIA RELATIONS COURSE	400323	MITEL SX 50
241846	MEDIA RELATIONS WORKSHOP [TEAM	250427	MITEL SX-50
242180	MEDICAL DEEP SEA DIVIN	500977	MK75 76MM OPERATION, DESCRIP. & MAINT.
400328	MEDICAL EQUIP REPAIR ADV	240680	MK 105 UBFCs MAINTENANCE
400327	MEDICAL EQUIP REPAIR UNIT LEVE	240640	MK 19 GYRO MAINTENANCE
240600	MEDICAL LAB TECH ADVANCED	240690	MK 309 TCP
200625	MEDICAL RESIDENCY TRAINING	240650	MK 44/46 TORPEDP AND MK-32
250499	MEDICAL SUPPLY SPECIALIST	240660	MK 56 GFCS MAINTENANCE

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
240670	MK 56 GFCS OPERATOR	350040	NATIONAL WAR COLLEGE, WASHINGT
240700	MK NC 2/2A PLOTTER	340350	NATL ACFT ACCIDENT INV.
500701	MK QUALS REVIEW BOARD	501030	NATURAL RESOURCES COMPLIANCE
500702	MK QUALS REVIEW BOARD	400408	NAUTEL NX SERIES RADIOBEACON
241028	MK XII IFF	500347	NAV CEL REVIEW
250380	MK XII IFF (AIMS)	250425	NAV COLOR PLOTTER OPERATOR
500532	MK-15 CIWS FACTORY SCHOOL	240722	NAV OFFICER
230950	MK-29 GYRO COMPASS(EM-26)	241294	NAV SR QM REF
241190	MK-32 AWTT	241297	NAV-CEL REV
230423	MK-32 SVTT TORPEDO	241298	NAV-PIL REV
241170	MK-44 TORPEDO	241293	NAV. PILOT REF
230422	MK-56 GFCS/BATTERY ALIGN.	240735	NAV/CEL REF
400412	MK-92 FIRE CONTROL SYS	500346	NAV/SR QM REFRESHER
240675	MK-92 FIRE CONTROL SYS-D	241580	NAVAGATION PILOTING RE
500659	MK-92 FIRE CONTROL SYSTEMS	500767	NAVAL ACADEMY PREP SCHOOL
241434	MK15 CIWS DIV OFAND	351160	NAVAL ENGINEERING
240645	MK19 GYROCOMPASS MOD3	350460	NAVAL ENGINEERING UNIV OF MI
250360	MK29 GYRO COMPASS	350470	NAVAL ENGINEERING CAMBRIDGE MA
400473	MK38 25MM MACHINE GUN	200630	NAVAL ENGINEERING TECHNOLOGY
241490	MK75, 76MM, OTO MALERA	500647	NAVAL EXPLOSIVE SAFETY SUPERVI
251500	MK92, GUN FIRE CONTROL	241240	NAVAL INTEL/PORT SEC
230332	MLB BASIC COXSWAIN COURSE	500908	NAVAL WAR COLLEGE
230333	MLB SUPERVISOR COURSE	500422	NAVAL WAR COLLEGE
230320	MLE ADVANCED	350050	NAVAL WAR COLLEGE, NEWPORT RI
500814	MLE INSTRUCTOR JOB ANALYSIS PANEL	241550	NAVMACS OPERATOR
341291	MLE INSTRUCTOR	240725	NAVMACS V2 MAINT
341290	MLE SENIOR OFFICER CRSE.	400413	NAVMACS V2 MAINT
350370	MNGMT ECONOMICS MONTEREY CA	240726	NAVMACS V2 OPERATOR
350380	MNGMT FINANCE MONTEREY CA	200081	NAVMACS/SATCOM SYS
350420	MNGMT INDUSTRIAL ENGIN TROY NY	250407	NAVSTAR GLOBAL POSITION SYSTEM
241407	MNGMT OF DEF ACQUISITIONS	501126	NAVY COURT REPORTER
350390	MNGMT PERSONNEL ADMIN MONTEREY	210220	NAVTRACK
350400	MNGMT QUANTITIVE ANAL MONTEREY	501041	NAVY ELECTRONIC KEY MGMT SYSTEM MANAGER
350410	MNGMT RPA MONTEREY CA	500945	NAVY LDRSHIP--CPO
350360	MNGMT, COMPUTER SYS MONTEREY C	500946	NAVY LDRSHIP--LPO
350350	MNGMT, GENERAL	500943	NAVY LDRSHIP--PO1
500958	MOB DC TRAINER	500944	NAVY LDRSHIP--PO2
241392	MODERN SAFETY MANAGEMENT	500959	NAVY LEADER DEV PRO OFFICER BASIC
500648	MOTOR VEHICLE RAILCAR INSPECTI	241292	NAVY PCO/PXO SHIPHANDLING
400365	MOTORCYCLE SAFETY WORKSHOP	250423	NAVY PLOTTER MAINTENANCE
240710	MPO 16 MM	240365	NAVY RECREATION SYS MGNT
240720	MPO 35 MM	240730	NBC DEFENSE
340385	MS COMMANDING OFFICER COURSE	340730	NBC DEFENSE
340395	MS EXECUTIVE OFFICER COURSE	240740	NC-2 ASW PLOTTER MAIN
500866	MS FRONT END ANALYSIS	241160	NC-2 PLOTTER MAINTENANCE
351267	MS HAZARDOUS CHEMICAL	240471	NC-2 PLOTTING SYSTEM MNT
230615	MS INFORMATION SYSTEMS OPS/MGT	140260	NC-2A
340860	MS INVESTIGATING OFFICER (IO)	500935	NDACS(DRUG & ALCOHOL)
201481	MS ON-SCENE COORD CRISIS MGMT	140366	NDI APPLICATIONS
230625	MS PETTY OFFICER COURSE (MSPOC	140270	NDI INSPECTION (FOR MGRS)
400480	MSIS MIN MODULE COURSE (MIN)	500749	NDI TECH (MAG PARTICAL INSP)
500274	MULTI MEDIA ENV. COMPLIANCE	500748	NDI TECH (MAGNETIC PARTICAL IN
240468	MULTI THREAT TRAINING	140460	NDI-TECH.
130149	MULTIPLE SITE DAMAGE (MSD)	500761	NEAR EAST/N. AFRICA
241409	NAFA MNGMT TRAINING CRSE	500556	NEAR EAST/N.AFRICA
230190	NAT'L BOATING SAFETY CSE	500683	NEGOTIATING CONST CONTR MODS
501112	NAT'L SECURITY CRIME AND & LAW WKSHOP	500017	NEGOTIATION ART&SKILLS
400314	NATIONAL COMMS SECURITY	500037	NEGOTIATION BARGAIN + DISP
250439	NATIONAL COMPUTER SEC	500690	NEPA DOCUMENTATION
250441	NATIONAL COMPUTER SEC	501023	NEPA IMPLEMENATION
500033	NATIONAL ELECTRIC CODE	500276	NETWORK ANALYSIS
240512	NATIONAL ELECTRICAL CODE REVIE	500464	NETWORK ANALYSIS
500493	NATIONAL SENIOR INTELLIGENCE	500917	NEW LEADER PROGRAM
250487	NATIONAL SENIOR INTELLIGENCE C	500098	NFPA 101, LIFE SAFETY CODE
250493	NATIONAL SYS USER EXECUTIVE CO	140355	NI-CAD BATTERY
500494	NATIONAL SYSTEMS USERS EXEC	500324	NICAD BATTERY MAINTENANCE

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
140500	NICKEL CAD BATTERY	500372	OMBUDSMAN TRAINING
140285	NIGHT VISION GOGGLES (NVG)	500588	OMBUDSMAN TRAINING
241140	NIXIE	241260	OMEGA OPERATOR
500480	NJC COMPUTER COURSE	341105	ON SCENE COMMANDER SAR
500479	NJC EVIDENCE COURSE	241040	ON-LINE CRYPTO OPERATOR
500481	NJC JUDICIAL PRODUCTIVITY	250271	ONAN GENERATOR
230890	NMLBS ENGINE SUPERVISOR COURSE	340347	OOD/JOOD PROCEDURES
230330	NMLBS HEAVY WX COXSWAIN COURSE	400373	OPER AEROMED
340900	NONDESTRUCTIVE TESTING (NDT)	240760	OPERATION ROOM TECHNICIAN SPEC
500938	NON-PROP BOILERWATER FEEDWATER TEST/TREA	340300	OPERATIONAL LAW SEMINAR
400361	NSA ED-101	200645	OPERATIONS ANALYSIS
241391	NSC FUND OF OCCUP SAFETY	351190	OPERATIONS RESEARCH/SYSTEMS
500134	NTCS-A DATABASE MANAGER	250500	OPERATIVE DENTISTRY (B-6C-1020)
500135	NTCS-A OPERATOR	500912	OPM MGMT DEV. CENTERS
500373	NTCS-A OPERATOR	500428	OPM MGT. DEVE. CENTER PROGRAM
500598	NTCS-A OPERATOR	500018	OPS ANALYSIS PROGRAM RESEARCH
500136	NTCS-A WATCH OFFICER	340650	OPS IN COORDINATED ASW
240750	NTDS LINK 14	350520	OPS RESEARCH/SYS ANAL MONTERE
340360	NUCLEAR PLANT ENGINEERING	400047	OPS SECURITY (OPSEC) CCX-320
400467	NUCLEAR WEAPONS PROCEDURES SUP	500158	OPSEC
500470	NUTRITION & WELLNESS COOKING	241937	OPSEC FUNDAMENTALS
500519	NUTRITION & WELLNESS COOKING	241937	OPSEC FUNDAMENTALS
500721	NUTRITION AND WELLNESS COOKING	241939	OPSEC PRACTITIONER
140280	NVA-22/ARN	241939	OPSEC PRACTITIONER
400340	OCCUPATIONAL RESPIRATORY PROTE	500242	ORACLE
250506	OCCUPATIONAL SAFETY AND HEALTH	500388	ORACLE
242020	OCCUPATIONAL SAFETY HE	500382	ORACLE
250274	OCCUPATIONL SAFETY	250502	ORAL PATHOLOGY DIAGNOSIS AND M
351180	OCEAN ENGINEERING	230425	ORDINANCE ADMINISTRATION
200635	OCEAN ENGINEERING	500660	ORDINANCE LOGISTICS
350480	OCEAN ENGINEERING KINGSTON RI	500167	ORGANIZED CRIME INVESTIGATION
250465	OCEAN TRANS AND MARINE TERMINA	240855	ORTHOPEDIC SPECIALIST
200640	OCEANOGRAPHY	500657	OSA WRKSTAT SYS ADMIN
351268	OCEANOGRAPHIC TECHNICIANS	500658	OSA WRKSTAT SYS OP
351170	OCEANOGRAPHY	230912	OSC/RRT SIMULATION
350500	OCEANOGRAPHY MONTEREY CA	241384	OSHA 100-10 HAZ MAT FIRE
350510	OCEANOGRAPHY SEATTLE WA	241374	OSHA 100-17 ELEC STANDARD
350490	OCEANOGRAPHY TALLAHASSEE FL	241386	OSHA 100-19 CRANES AND MAT
240115	OCEANOGRAPHY TECH	241385	OSHA 100-19 MACH GRD STDS
200685	OFF DUTY EDUCATION	340984	OSHA 200 CONSTRUCTION STANDARD
241295	OFF PRACTICAL SHIP HANDLN	241377	OSHA 201 HAZ MATL SAFETY
400422	OFF PRC SPHD	340982	OSHA 222A RESPIRATOR PROTECTIO
340435	OFF SHIPHAND	241387	OSHA 300-1 COMPETENT PERS
241050	OFF-LINE CRYPTO OPERATOR	241388	OSHA 600-2 COLLATERAL DTY
340670	OFF-LINE CRYPTO PROCEDURE	241389	OSHA 600-4 CRS FED AGENCY
241290	OFFC AND PO'S MESS MANAGMENT	400155	OSHA 601 OCCUPATIONAL SAFETY A
500483	OFFICE MANAGEMENT	241394	OSHA-225 STDS FOR CONST
341020	OFFICER ADV ATON (ANC-OA)	241395	OSHA-230 STD MARITIME OPS
340020	OFFICER BASIC ATON-D	241396	OSHA-240 GAS-FREE MAR OPS
230277	OFFICER IN CHARGE	241397	OSHA-240 GAS-FREE NON-MAR
500126	OFFICER IN CHARGE ATON TEAM	500087	OSHA/FED.AGENCIES
341370	OFFICER PRACTICAL SHIP	240770	OSI SPECIAL INVESTIGATOR
500171	OFFICER SAFETY + SURVIVAL	500394	OSS BASIC
340370	OFFICERS CANDIDATE SCHL.	500395	OSS DATABASE/QUERIES
230191	OFFSHORE SKIMNG EQUIP DRL	241428	OTH TARGETING
500715	OIC/XPO JTA	230220	OUTBD MTR REP/MAIN (MK-23)
500716	OIC/XPO JTA	500942	OUTBOARD ENG OP/MAINT
250470	OIL SPILL CONFERENCE	500013	OUTBOARD MOTOR - COMPREHENSIVE
250270	OIL SPILL CONTROL	500014	OUTBOARD MOTOR - SYSTEMS
400475	OIL SPILL CONTROL	500197	OUTBOARD MOTOR COURSE
500869	OIL SPILL REMOVAL ORGANIZATION INSP	341284	OUTER CONTINENTAL SHELF
230630	OILY WATER SEPARATOR SYSTEM	250269	OUTER CONTINENTAL SHELF INSPEC
500147	OIN WORKSHOP/SEMINAR	241205	OVERSEAS DEPLOYER COORDIN
400416	OJ/172/UYK IN/OUT	240860	P-250 FIRE PUMP MAINTENANCE
241001	OJ/172/UYK IN/OUT	400175	P-250 MOD-1 FIRE PUMP OPERATIO
241510	OJ172 MAINT	400423	P-250 MOD-1 FIRE PUMP OPERATIO

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
240935	P-EMO	242160	PORT SECURITY TRNG
240780	PABX 40/80 SWITCHBOARD	500334	PORT SECURITY TRNG RESERVE
240800	PACE CERTIFIED INSTRUCTOR	230230	PORT SECURITY/LAW ENFORCE
240810	PACE MICRO MINATURE REP.	500771	PORT STATE CONTROL
240790	PACE REPAIR SYSTEM	501015	PORT STATE CONTROL
500120	PARALEGAL ADV LAW	500887	PORT STATE CONTROL DEVELOPMENT
500369	PASSENGER VESSEL CONTROL VERIF	500377	POSEIDON REGULATOR MAINT
500317	PASSENGER VESSEL CONTROL VERTI	500914	POWER OF VISION
240717	PASSIVE SONOBOUY LOC	250273	POWER SYSTEMS
501059	PAST PERFORMANCE EVALUATION	500009	PP505 POLITICAL MILITARY AFFAI
500042	PAVEMENT DESIGN + CONSTR	500903	PRACTICAL CULINARY SKILLS FOR PROFESSION
400456	PAVEMENT DESIGN AND CONSTRUCTI	500930	PRACTICAL CULINARY SKILLS FOR PROFESSION
500794	PCO MAJOR CUTTER CSE	340410	PRATT AND WHITNEY (MK-04)
230360	PCO/PXO LAMP AVIATION BRIEF	250190	PRATT-WHITNEY MAINT
400316	PCO/PXO SHIPHANDLING	500896	PREPARING FOR THE 105TH CONGRESS
241373	PEACE OFFICER ORIENTATION	500650	PRESEPARTION COUNSELING
501090	PERFORM BASE SER CO	400329	PREV DENTISTRY SPECIALTY
501077	PERFORMANCE BASED SERVICE CONT	240850	PREVENTIVE MEDICINE TECH
240820	PERS PROPERTY TFFC MGMT-D	500207	PREVENTIVE MEDICINE TECH
500410	PERSONAL LIABILITY OF THE FED.	500210	PREVENTIVE MEDICINE TECH
500558	PERSONAL PROP UTI+DON	230856	PRIM CH SHRT
500358	PERSONAL PROP UTIL & DON	230854	PRIMARY CHAIN MONITOR SET
500060	PERSONAL PROPERTY UTILIZATION	340230	PRIMARY FLIGHT SURGEON
500062	PERSONAL PROPERTY UTILIZATION	500095	PRINCIPLES OF INDUSTRIAL VENTI
200650	PERSONNEL ADMINISTRATION	250536	PRINCIPLES OF TERROR INTELLIGE
351200	PERSONNEL ADMINISTRATION MANAG	400364	PRINCIPLES OF TOXICOLOGY
500157	PERSONNEL SEC ADJUDICATIONS	500084	PROCEDURES FOR ASBESTOS CONTRO
400351	PERSONNEL SECURITY INVESTIGATI	240582	PROCUREMENT FRAUD
240830	PETROLEUM STORAGE SPEC.	500629	PROCUREMENT FRAUD ORIENT.
340910	PETROLEUM TANKSHIP OPS	500548	PROCUREMENT PLANNING
241220	PETTY OFFICER LEADERSHIP	340930	PRODUCTION WELDING
501128	PHARMACY APPRENTICE PT I	500433	PROGRAM 199
501129	PHARMACY APPRENTICE PT II	500434	PROGRAM 201
240845	PHARMACY SPECIALIST	500435	PROGRAM 202
500066	PHARMACY STERILE PRODUCTS	241980	PROGRAM EVALUATION IN
240840	PHARMACY TECHNICIAN	500331	PROGRAM MANAGERS COURSE
400326	PHOTO JOURNALISM (BASIC)	500751	PROGRAM SPECIALIST (D17)
241845	PHOTO JOURNALISM (INTERMEDIATE	500052	PROGRESS
500669	PHOTO JOURNALISM (INTERMEDIATE	240517	PROPERTY INSPECTOR
241854	PHOTOGRAPHER'S MATE	500319	PROPERTY MANAGEMENT TRAINING
341271	PHOTOGRAPHY FOR AIRCRAFT ACCID	500286	PROPERTY MGMT FOR CUSTODIAL OF
500077	PHS ORIENTATION	500271	PROSPECTIVE CO FAMILIARIZATION
250471	PHYSICAL DIST AND MANAGEMENT	340620	PROSPECTIVE COMS OFFICER
500677	PHYSICAL FITNESS SPECIALIST CE	500638	PROSPECTIVE OPERATIONS OFFICER
400468	PHYSICAL FITNESS WORKSHOP	250479	PROTECTIVE SERVICES
500681	PHYSICAL THERAPY SPECIALIST	400390	PROTECTIVE SERVICES TRAINING
400392	PHYSICAL THERAPY SPECIALIST	500837	PROTESTS
200655	PHYSICIANS ASSISTANT	500061	PROVISIONING MANAGEMENT
340495	PILOT INTERNATIONAL PROCEDURES	350540	PUBLIC ADMIN PITTSBURG PA
340521	PILOT TRAINING MANAGER	350530	PUBLIC ADMIN (DC, SYRACUSE NY)
500774	PLANNER/ESTIMATOR (P/E) TRAINING	351210	PUBLIC ADMINISTRATION
241070	PLASTIC PIPE REPAIR	500667	PUBLIC AFFAIR SUPERVISOR COURS
230922	PMIS/JUMPS	230930	PUBLIC AFFAIRS
501048	POLICE TRAINING	200660	PUBLIC AFFAIRS
400481	POLLUTION FUND	241850	PUBLIC AFFAIRS OFFICER COURSE
500367	POLLUTION FUND	500671	PUBLIC AFFAIRS OFFICER COURSE
501031	POLLUTION PREV TOOLS AND TECHNIQUE	210130	PUBLIC AFFAIRS SPECIALIST
501025	POLLUTION PREVENT PROG OPS	200665	PUBLIC AFFAIRS SPECIALIST
230480	PORT OPERATIONS DEPARTMENT COU	241847	PUBLIC AFFAIRS SUPERVISOR COUR
230480	PORT OPS DEPT SE	351220	PUBLIC MANAGEMENT
340400	PORT PHYSICAL SECURITY MANAGEM	350550	PUBLIC MNGMT TROY NY
400070	PORT PHYSICAL SECURITY PRACTIC	400061	PUBLIC QTRS/FLAG
222666	PORT SAFETY INDUSTRY TRAINING	400336	PUBLIC QUARTERS MANAGEMENT
400322	PORT SAFETY INDUSTRY TRNG	400338	PUBLIC WORKS MANAGEMENT
250272	PORT SECURITY	400025	PULSE 120
500885	PORT SECURITY DIRECT ENTRY	500795	PXO MAJOR CUTTER CSE

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
400372	PYA CERTIFY	500403	RESEARCH WORKSHOP ON CONG. DOC
500862	QA WORKSHOP	500335	RESERVE ENLISTED BASIC INDOC
140005	QLTY ASSURANCE AIRCRAFT	500811	RESERVE MARINE SAFETY OFFICER
400345	QM REFRESHER	500336	RESERVE OFFICER CANDIDATE INDO
500842	QPC ADVANCED	250532	RESERVE OFFICER COMMUNICATION
500486	QPC REFRESHER	500337	RESERVE OLAM
500461	QUALITY AUDITS FOR IMPROVED PE	500338	RESERVE SPOLAM
140520	QUALITY CONTROL (AIRC	250275	RESPIRATORY PROTECTION
351230	QUANTITATIVE ANALYSIS MANAGEME	230181	RESPONSE SAFETY DECISIONS
210120	QUARTERMASTER	500923	RETIREMENT SEMINARS
250200	QUESTIONED DOCUMENTS	501013	RFTC FISH TRNG DISTRIBUTION
230540	R-1051/URR-RADAR RECEIVER	500454	RICHARD FREETHY
240518	R:BASE 5000	500049	RISK ASSESMENT FOR ENVIRONMEN
400200	RADAR BS	500226	RIVER TENDER COURSE
250420	RADAR COLLISION AVOIDANCE	500471	RM TASK ANALYSIS
230916	RADAR FUNDAMENTALS	340720	ROADLAM
241571	RADAR OBSERV	500886	ROCI/ RESERVE OFFICER INDOCTRINATION CRS
241442	RADAR SIGNAL	400337	ROICC OFFICE MGMT.
210140	RADARMAN	500712	ROLE OF TECHNICAL WITNESS
230925	RADIO SET MOUNT	400433	ROOF DESIGN AND MANAGEMENT
240880	RADIO SIGNAL PROC. EQUIP.	400458	ROOFING MANAGEMENT
242130	RADIOGRAPHIC FILM INTE	500030	ROOFING TECHNOLOGY
242070	RADIOGRAPHIC INSPECTIO	130296	ROTARY WING MAINT OFF
242120	RADIOGRAPHIC INSPECTIO	351240	RPA MANAGEMENT
340540	RADIOGRAPHIC WELDING INSP	400319	RSM FOR CGSW
210150	RADIOMAN	340430	RULES OF THE RD/SHIPNDL
400030	RADIOMAN C-7	241590	RULES OF THE ROAD
500750	RADIONAVIGATION ENGINEERING	250281	RULES OF THE ROAD
240466	RADNAV (REFRESHER) TEAM TRAINE	500759	RUSSIAN LANGUAGE TRAINING
240467	RADNAV TEAM TRAINER	500081	RUTGERS ALCOHOL STUDIES
500227	RANGER SKILLS PROGRAM	500733	RUTGERS ALCOHOL STUDIES
400418	RAPID RADAR PLOTTING	340983	S1032 FUNDAMENTALS
340420	RAPID READING COURSE	340369	SAFETY + OCCUPATIONAL HEALTH
500313	RATING/QUALS REVIEW	250551	SAFETY MNGMT AV MAINTENANCE
240890	RAWIN/RADIOSONDE SET OPR.	501098	SAFETY PROFESSIONAL REVIEW COURSE
400420	RAYCAS	501099	SAFETY PROFESSIONAL REVIEW COURSE
500051	RBASE 1 TRAINING	500529	SAFETY PROGRAM MANAGEMENT
250210	RCA	500740	SAFETY PUBLICATIONS EDITING
351255	READINESS CONTINGENCY PLANNERS	500739	SAFETY PUBLICATIONS TRAINING
400457	REAL ESTATE ACQUISITION	250276	SAFETY RELIEF VALVE
500878	REAL ESTATE LAW	400366	SAFETY SUPERVISOR
500879	REAL ESTATE LAW	500088	SAFETY SUPERVISORS COURSE
500591	REAL PROPERTY LEASING	500312	SAO TRAINING
500124	REC BOAT STANDARDS INSPECTOR	250534	SAR PLANNER
240120	REC BOATING STANDARDS INSPECTO	230910	SAR-GROUP/COASTAL SAR PLANNING
250550	REC HEALTH HAZ(NIOSH 510)	400465	SAS/EAP
500370	REC LICENSING	240940	SAT NAV SRN 9
250463	RECERT TRANS/STORAGE HAZMAT	500651	SATELLITE IMAGE INTERPRETATION
242080	RECOGNITION AND TREATMENT	500230	SB-4229/SP RADAR SWBD
500604	RECRUITER OCC ANALYSIS	400344	SCI ADMIN/PS
500724	RECRUITER REFRESHER TRAINING	500994	SCCS 210/270 ADMIN
500897	RECRUITER TRAINING	500992	SCCS 210/270 BASIC OPERATOR
230250	RECRUITER TRAINING	500995	SCCS 378 ADMIN
500776	REFRESHER PACK OF HAZ	500993	SCCS 378 BASIC OPERATOR
500055	REFRESHER PACKAGING OF HAZMAT	501008	SCCS ADMINISTRATION
230830	REFRIGERATION/AC (MK-22)	501007	SCCS OPERATOR
500326	REGIONAL EXAM CENTERS	501050	SCCS OPERATOR
500527	REGULATORY I	501009	SCCS WATCH OFFICER
500526	REGULATORY II	501018	SCCS WATCH OFFICER
240959	REID TECHNIQUE INTERVIEW/INTER	500269	SCI CONTROL OFFICERS COURSE
230031	REM/AID SYS ANC-RCMS/ACMS	400421	SCI SHPHNDLG
500204	REMODELING COST ESTIMATION	351250	SCIENCE
240465	REPAIR LOCKER PERS	350560	SCIENCE STORIS CT
240523	REPAIR/REMODELING ESTIMATING	400474	SCIF PHYSICAL SECURITY COURSE
500164	REPORT WRITING	240900	SCUBA DIVER
500217	REPRODUCTIVE COUNSELOR	400477	SEAMAN'S DOCUMENTS + LICENSING



## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
250268	SEAPORT SECURITY	250600	SHIPYARD COMPETENT PERSON
230270	SEARCH AND RESCUE	500522	SHOP SAFETY MANAGEMENT
500592	SECTION 106 LAW	400046	SHORE TEMPEST INSPECTOR
240552	SECURITY ADMIN AND PHS SECU	250605	SHP CHT SYSTEMS
500159	SECURITY BRIEFERS	500401	SHP JP FUL SYS PDV
500150	SECURITY EVALUATION PROCEDURES	241615	SHPBD RESCUE SWIMMER
500152	SECURITY FORCE TRAINING	241940	SIGNALMAN REFRESHER
501049	SECURITY GUARD SCHOOL	501076	SIMP. ACQUISITION PROCEDURE REFRESHER
500621	SEH COURSE REVISION PANEL	500840	SIMPIFIED ACQUISITIONS/GSA
500707	SEISMIC DESIGN OF BLDGS	500684	SITE RESORATION TOOLS, TECH
500436	SELF-MASTERY: LEADERSHIP PROG	500654	SITUATIONAL LEADERSHIP II
500430	SEMINAR FOR NEW MANAGERS	250461	SK AFLOAT SUPPLY INDEPENDENT D
500419	SEMINAR ON CG CIV. PERF/APPR/S	500449	SKILLS BLDGS FOR CLER SUP STAF
501036	SENIOR/EXEC FACILITY MGMT	200670	SLOAN FELLOWS PROGRAM
500283	SENIOR CE MGMT	200671	SLOAN FELLOWSHIP ORIENTATION
241287	SENIOR ENL SUPPL	241443	SLQ 25 OPS/MT
501084	SENIOR ENLISTED COURSE	240962	SLQ-32 016X
500858	SENIOR ENLISTED PUB. AFF.	240964	SLQ-32EQ OPS
241383	SENIOR ENLISTED PUBLIC AFFAIRS	230280	SMALL ARMS INSTRUCTOR
501124	SENIOR MARINE SAFETY INVESTIGATOR	500339	SMALL BOAT CREWMEMBER
500004	SENIOR INTEL ORIENTATION COURS	500883	SMALL BOAT ENG FOR 41' UTB (RES)
341286	SENIOR OFFICER MLE	500340	SMALL BOAT ENGINEER
341100	SENIOR OFFICER SAR	230913	SMALL BOAT OPERATIONS
500672	SENIOR PUBLIC AFFAIRS OFFICER	500206	SMALL CUTTER DAMAGE CONTROL
241382	SENIOR PUBLIC AFFAIRS OFFICER	500554	SMALL PURCHASE FUNDAMENTALS
500006	SERVICE CONTRACT ADMINISTRATIO	500298	SMALL PURCHASE REF
241398	SET 430 VENTILATION D+E	501022	SMALL PURCHASE REFRESHER
140370	SEWING MACHINE MAINTENACE	500524	SMALL PURCHASES/SCHEDULE CONTR
240554	SEX EXPLOTION OF CHILD IN	230390	SNP-45
500162	SEXUAL ASSAULT INVESTIGATIONS	500448	SOELR WORKSHOP
241202	SEXUAL ASSAULT TRNG	341130	SOLAM
500937	SHBD GAUGE CALIBRATION	501035	SOLAR DESIGN WORKSHOP
400406	SHIP HELO FIREFIGHTING	250220	SOLAR GAS TURBINE
250469	SHIP LOADING AND STOWAGE	230631	SOLAR GT/SOL MN PROP (MK-3)
240704	SHIP SAFETY OFF	140402	SOLDERING TRAINING
400404	SHIP SALVAGE DIVE OFFICER	500924	SOLER CONFERENCE
241372	SHIP SALVAGE DIVING OFF	351273	SONAR RANGE PREDICTION
500499	SHIPBOARD AIR DIRECTOR CONTROL	241150	SONAR TARGET CLASSIFY
400398	SHIPBOARD AIRCRAFT FIREFIGHTIN	241450	SONAR TECH "A" SCHOOL
500502	SHIPBOARD ASBESTOS EMERGENCY	210180	SONAR TECHNICIAN
500523	SHIPBOARD ASBESTOS EMERGENCY	230400	SOUND SIGNAL MAINTENANCE
500726	SHIPBOARD BAKER TRAINING	500512	SOURCE EVALUATION & SELECTION
240575	SHIPBOARD BARBER	241051	SOVIET SIGNALMAN
500799	SHIPBOARD COMPETENT PERSON	500355	SPAN TRANSCRIPTION & ANALYSIS
241880	SHIPBOARD EPIDEMIOLOGY	500586	SPANISH LANGUAGE
241870	SHIPBOARD EPIDEMIOLOGY	500178	SPANISH LANGUAGE JTA
500557	SHIPBOARD FF ADVANCE	400417	SPANISH LANGUAGE TRAINING
240577	SHIPBOARD FF ADVANCED	241404	SPANISH LANGUAGE TRAINING
242620	SHIPBOARD FF TEAM TRNG	500228	SPANISH LANGUAGE TRAINING
241620	SHIPBOARD FIREFIGHTING	241527	SPEC WRITING CONSTRUCTION
400401	SHIPBOARD FIREFIGHTING TEAM TR	400380	SPECIAL MODULE ET "A" SCHOOL
500985	SHIPBOARD FORCE PROTECTION&PLANNING CARE	400379	SPECIAL MODULE RM "A" SCHOOL
400395	SHIPBOARD GUAGE CALIBRATION OP	400391	SPECIAL REACTION TEAM
341390	SHIPBOARD HELICOPER OP	241281	SPECIALIZED TRAINING
500753	SHIPBOARD HF OPERATOR	400452	SPECIFIC WRITING FOR CONSTRUCT
351284	SHIPBOARD INTEL	500007	SPECIFICATION DEVELOPMENT
241910	SHIPBOARD PEST CONTROL	500205	SPECIFICATION WRITING
500754	SHIPBOARD SATCOM OPERATOR	500536	SPECIFICATION WRITING
400348	SHIPBOARD TEMPEST	500967	SPBD AIRCFT FF/TRNG
500565	SHIPBOARD TEMPEST	250277	SPILL
240960	SHIPBOARD VISUAL TEMPEST	500573	SPRINKIER SYSTEMS
500566	SHIPBOARD WATCHSTANDER	240920	SPS 51
500643	SHIPBOARD WATCHSTANDER	241452	SQS-35V-38 OP BA
340455	SHIPBOARD/HELO ORIENTATION	241451	SQS-38 MAINTENANCE
500822	SHPBRD COMMAND & CONT SYS ADM	250552	SQUADRON SAFETY OFFICER TRNG
241970	SHIPHANDLING TEAM TRAI	400405	SR ENLISTED DC TRAINING

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
231060	SR INSPECTOR	150210	T-56-A-7 ENGINE
500706	SR MGR PREP	140420	T-56-A7 ELECTRICAL
501019	SR. NCO MANAGEMENT COURSE	500778	T-56 ENG ELEC
500631	SR. NCO MANAGEMENT CRS	140290	T-58-5
241560	SRBOC MAINT	140300	T-58-8B
241444	SRBOC MAINTENANCE	130120	T-58-8B-GE ENGINE
500531	SRBOC OPS AND MAINTENANCE	230195	T-BOAT PLAN AND REVIEW
240950	SRN 12	400479	T-BOAT STRUCTURAL PLAN REVIEW
500797	SS AWARDS SCHOLARSHIP PROGRAM	140414	T56/501D ENGINE MAINT
500798	SS AWARDS SCHOLARSHIP PROGRAM	500259	T700
400426	SS BAKER'S TRAINING-D	500255	T700 MANAGER
500518	SS BAKERS TRAINING	500615	TA/TOPS ADMINISTRATOR (ARMY)
230861	SS INDEPENDENT DUTY-D	500760	TACT & STRAT FOR COURTING CONG
230860	SS PAPERWORK MGMT & ADMIN	241446	TACT PLT CRD
500181	SS REVIEW BOARD	500966	TACTICAL ACTION OFFICER
400315	SSAMPS ADMINISTRATOR	240703	TACTICAL ACTION OFF (EAST COAS
500118	STAFF JUDGE ADVOCATE	240703	TACTICAL ACTION OFF (WEST COAS
500188	STAFF NAVAL CONTROL OF SHIPPIN	341380	TACTICAL ACTION OFFICE
500139	STAFF TACTICAL WATCH OFFICER	500618	TACTICAL ACTION OFFICER
500415	STATEMENT OF WORK PREPARATION	240705	TACTICAL WARFARE OVERVIEW
500729	STD WORKSTA SY OP VARIOUS	500704	TALL TOWER TRAINING
230565	STD WORKSTA SYS OP PET.	500572	TASK ANALYSIS (TRAINING)
500731	STD WORKSTATION SYS OP VARIOUS	500686	TCT-CUTTER OPS
250254	STEAM ENGINEER ROOM AUTOMATION IN	500688	TCT-FACILITATOR TRAINING
230870	STEAM PROPULSION	500687	TCT-GROUP OPS
230300	STEEL WELDING	500680	TCT-GROUP OPS JTA
241848	STILL PHOTOGRAPHIC SPECIALIST	500834	TCT-UNIT
210160	STOREKEEPER	500170	TECHNICAL EQUIPMENT TRNG
230923	STOREKEEPER	500568	TELCOM SYSTEMS
500341	STOREKEEPER BASIC	500645	TELCOM SYSTEMS
500404	STRATEGIES FOR WORKING W/CONG.	500902	TELECOMMUNICATIONS
250304	STREAM RIG OPERATOR	240310	TELEPHONE DIAL-X MAINT
500329	STRESS MANAGEMENT	210190	TELEPHONE TECHNICIAN
340950	STRUCTURES IN THE OCEAN	250447	TEMPEST BASIC
500516	SUB SPEC MGMT	500642	TEMPEST CRITERIA FACIL.
340960	SUBMARINE DESIGN	500661	TEMPEST CRITERIA FOR FACIL DES
210170	SUBSISTENCE SPECIALIST	500662	TEMPEST CRITERIA FOR FACIL DES
241225	SUBSTANCE ABUSE	400041	TEMPEST CRITERIA FOR FACILITY
500910	SUCCESSFULLY MANAGING EMP. PERF.	500975	TEMPEST CRITERIA FOR FACILITY DESIGN
500424	SUCCESSFULLY MNG. EMPL. PERF.	400045	TEMPEST FUNDAMENTALS
500423	SUP. TRNG. FOR NAF SUPS.	500611	TEMPEST FUNDAMENTALS
250459	SUPPLY AFLOAT INDEPENDENT DUTY	200021	TEMPEST MODEL 40 TTY
250457	SUPPLY INDOC	400015	TEMPEST MODEL 40 TTY
241285	SUPPLY INDOC FOR LINE OFFICERS	400306	TEMPEST OFFICER
500909	SUPV. TRNG. FOR NAF SUPV.	400382	TEMPEST SFD
241416	SURFACE ACOUSTIC ANALYSIS	400040	TEMPEST SYS INSTAL (SFI)
500196	SURFACE COMSEC SYS MAINT	500520	TEMPEST SYS INSTALL
500068	SURFACE FORCE INDEP DUTY CORPS	500663	TEMPEST TESTING BASICS
240435	SURFACE SHIP ATTACK ASW TT	400441	TEMPEST/HEMP SHIELDING DESIGN
242090	SURFACE SUPPORTED DIVI	150262	TENNANT SWEEPER
400324	SURFACE SWIMMER	340450	TEST PILOT
500168	SURVEILLANCE TECHNIQUES	500674	THE EDITORS COURSE
351262	SURVIVAL REGULATOR	500437	THE POWER OF VISION
241445	SWG-1A HARP	240301	THE THOMAS P. HINMAN DENTAL MT
230919	SWITCHBOARD (PULSE 120)	500666	THEO/IMAGERY RE
240140	SWO DAMAGE CONTROL ASSISTANT	350135	THESIS RESEARCH AERONAUTICAL E
500949	SWO - MAJOR COMMAND	500416	THESIS VALIDATION
400384	SX-200/1003	500330	TIME MANAGMENT
400383	SX200 /1002	250522	TIME SHARING
241399	SYS SAFETY OFFICERS COURSE	241426	TMA BEARING ONLY
400393	SYS SUPPORT & TEST EQUIP	241427	TMA PASSIVE PLOTTING
340970	SYSTEM SAFETY	240716	TMA-BEARINGS
340980	SYSTEMS MGMT OF RISK	240469	TMA/SSPP
150220	T-56-15 ELECTRICAL	240469	TMA/SSPP
150230	T-56-A-15 ENGINE	241447	TORPEDO AIR
150200	T-56-A-7 ELECTRICAL	500177	TOTAL IMMERSION SPANISH LANGUA

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500676	TOTAL WELL-BEING	230145	UNIT TRNG COORDINATOR
141201	TQM (AMO/MGR)	500241	UNIX
500202	TQM COORDINATOR/SENIOR MANAGER	500389	UNIX
500351	TQM COORDINATOR/SENIOR MGR	500383	UNIX
500203	TQM FACILITATOR	241010	URG 11
500841	TQM FACILITATOR (ADVANCED)	500947	UNREP SIMULATOR
500544	TQM FACILITATOR (LOCAL)	241020	URT 23
500717	TQM TRNG FOR PCO/PXO	500583	US ARMY BAYLOR PG PROGRAM HEAL
250518	TRAINING MANAGER	400374	US ARMY FLIGHT SURGEON SCHOOL
400005	TRAINING TEAM	500845	US DIVERS REG REPAIR
240815	TRANS AND STORE OF HAZ MAT	241030	USAF FRAUD
500653	TRANS ASSISTANCE MGMT	500655	USAF LDRSHP SQUADRON OFFICER S
500652	TRANS ASST SPECIALIST TRG	140021	USAF PUBS ADV
500064	TRANS DOC - PREPARE GBL + CBL	400301	USAF SEN NCO ACADEMY
250467	TRANS MANAGEMENT ADVANCED	241851	USAF SHORT CRSE IN COMMS
250431	TRANSMISSION SEC	140020	USAF TECH PUBLICATIONS BASIC
241289	TRANSP MGMT- INTRO	500302	USAF TMS TRAINING
241284	TRANSP/STORAGE HAZMAT	340150	USCG HOUSING OFF COURSE
500458	TRANSPORTATION ISSUES	500003	USCG INTRO INTEL
200675	TRANSPORTATION MANAGEMENT	501109	USE OF FORCE/OPINTEL TRAINING
500273	TRANSPORTATION MGMT	500895	USING THE INTERNET TO RESEARCH CONG DOC
500333	TRANSPORTATION OF HAZMAT-EASY	241222	USN DRUG AND ALCOHOL
500332	TRANSPORTATION OF HAZMAT-HM001	241080	USN INTELLIGENCE/PORT SEC
240970	TREASURY LAW ENFORCEMENT	400302	USN SEN ENL ACADEMY
340460	TREASURY LAW ENFORCEMENT	500363	UTILIZ/DISP REAL PROP
351258	TREATMENT TECH. FOR SUPERFUND	351271	UYK-7/DEAC-D
241345	TRIAL ADVOCACY (ADVANCED)	240522	VALUE ENGINEERING
500121	TRIAL AND DEFENSE ADVOCACY	400459	VALUE ENGINEERING
400160	TRUCK DRIVER COURSE	500035	VALUE ENGINEERING
240981	TSEC/KG-13	241690	VALVE MAINTENANCE
240980	TSEC/KG-14	400476	VAPOR CONTROL SYSTEM (VCS)
240995	TSEC/KG-30 (FAMILY)	250570	VARIOUS ASME SHORT COURSE
500823	TSEC/KG-40A LIMITED MAINTENANCE	241085	VAVAL CONT OF SHIPNG ORG
400415	TSEC/KG-84A	501120	VIBRATION MGMT
240985	TSEC/KG-84A/C	501121	VIBRATION THEORY
240993	TSEC/KW-46	210330	VESSEL/SHORE TRACK
240982	TSEC/KW-7	501120	VIBRATION MGMT
240983	TSEC/KWR-37	501121	VIBRATION THEORY
241540	TSEC/KY 57/58 MAINT	400409	VIDEOTEX B FOG DETECTOR
240988	TSEC/KY-57/58	241413	VOUCHER EXAMINATION
240987	TSEC/KY-65/75	500555	VSCF ELECTRICS
241530	TSEC/KY-65/75 MAINT	399100	VTs COURSE TRAINING
240992	TSEC/KY-71	501016	VTs NATIONAL CERTIFICATION
240984	TSEC/KY-8	500491	VTs UPGRADE TRAINING
241520	TSEC/KY-8 MAINT	250280	W. RIVER TANKBARGE OPS
500541	TSEC/KY57/58	250278	WANG PROGRAMMING
240989	TSWC/KW-26	241283	WAREHOUSE OPS. MGMT.
230918	TT MODEL 28 ASR. 35 AND 37	200680	WARRANT RETAIL MANAGEMENT
241853	TV NEWS FILM WORKSHOP	500617	WASTE MGMT FOR HEALTH CARE PER
250440	TWIN DISC/POWER TAKE OFF	241288	WASTE OPS MNGT
500500	TWR FAC MGR	250528	WASTE WATER TREATMENT
500853	UBC UPDATE (NON STRUCTURAL)	241990	WATER ANALYSIS: MEMBRA
500855	UBC UPDATE (STRUCTURAL)	241860	WATER SANITATION AFLOA
240990	UCC 1	140360	WATER SURVIVAL
242140	ULTRASONIC TESTING OF	231001	WAY-WOLFF FIRE TUBE (MK-5A)
500169	UNDERCOVER OPERATIONS	230840	WEATHER BRIEFER "C"
500407	UNDERSTANDING CONG. BUDGETING	500952	WEATHER APPRENTICE (USAF)
500402	UNDERSTANDING CONGRESS	500953	WEATHER TECHNICIAN (USAF)
500809	UNDERSTANDING CONGRESS BUDGETING	340520	WEBB INSTITUTE
500252	UNIFIED BUILD USER	341000	WELDING ENGINEERING
500376	UNISUIT REPAIR	140253	WELDING QUALIFICATION
501032	UNIT 1-MGMT COURSE	500782	WELDING RECERT
351259	UNIT SAFETY	140254	WELDING RECERTIFICATION
500813	UNIT SAFETY COORDINATOR	140252	WELDING, ALUM. (DC-02)
500888	UNIT SAFETY COORDINATOR-EXPORTABLE	140251	WELDING, STEEL (DC-01)
340990	UNIT SAFETY SUPERVISOR	500600	WELLNESS INSTRUCTION

## TRAINING SCHOOL LISTING (Alpha Listing)

PMIS Code	Course Title	PMIS Code	Course
500219	WELLNESS PROGRAM SPECIALIST		
500765	WELLNESS-EX		
500830	WETLAND ID/DELINEATION		
240975	WHITE COLLAR CRIMES		
500920	WHITE HOUSE WORKSHOP		
500444	WHITE HOUSE WORKSHOP		
500235	WIN USER ORIENTATION		
500195	WIS WORKSTATION FAMILIZATION		
500728	WL-1H(V)		
400320	WLR-1 ESM OPERATOR		
500916	WOMEN'S EXEC. LEADERSHIP		
230980	WMEC MAIN PROP CONTROL		
230585	WOODEN BOAT INSPECTION		
241740	WOODWARD GOVERNOR 2301		
241720	WOODWARD GOVERNOR E		
241730	WOODWARD GOVERNOR E		
500984	WOODWARD GOVERNOR 2301 MAINT 5		
501040	WOODWARD GOVERNOR CONTROL TRAINING		
250230	WOODWARD GOVERNOR MAIN.		
241750	WOODWARD GOVERNOR PG/P		
400339	WORK STATEMENT REVIEW		
500438	WORKFORCE DIVERSITY MGT. SEMIN		
500137	WORKSHOP/SEMINAR		
500192	WORKSHOP/SEMINAR		
500777	WPB 110 C CONT SYS		
250445	WRL-1C MAINT		
500390	WWCCS ADP SYSTEM SECURITY		
500309	WWMCCS BASIC TSS/JCL		
500237	WWMCCS ADP SYSTEM SECURITY		
500384	WWMCCS ADP SYSTEM SECURITY		
500386	WWMCCS BASIC TSS/JCL		
500392	WWMCCS BASIC TSS/JCL		
500307	WWMCCS GCOS TIMESHARING UTILIZ		
500308	WWMCCS GCOS TIMESHARING UTILIZ		
500385	WWMCCS TERMINAL USER		
500391	WWMCCS TERMINAL USER		
500393	WWS FAMILIARIZATION		
500238	WWS SECURITY SOFTWARE		
500194	WWS SECURITY SOFTWARE		
500387	WWS SECURITY SOFTWARE		
500952	WX APPRENTICE		
241235	X-RAY SPECIALIST		
241233	X-RAY TECH (ADVANCED)		
500069	X-RAY TECH ADV		
241230	X-RAY TECH BASIC		
230310	XBT		
210200	YEOMAN		
500342	YEOMAN BASIC		
500489	YN OCCUP ANALYSIS		
250279	ZODIAK REPAIR		

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
000027	ENVIRONMENTAL FEDERAL FACILITE	130282	HH-60J T-700 ENGINE
100030	AN/URT-41(V) HIGH PWR	130283	E2C NFO/FT TRNG (FLT PHASE)
100200	ACADEMY INSTRUCTOR	130285	GAS TURBINE GEN AN32-60
101222	DC RATING PANEL	130286	E2C PROP "O" REPAIR
110010	AIR CONTROLMAN (NAVY)	130290	HU-16E MAINTENANCE
110020	AVIATION ELECTRICIAN'S MATE	130291	AN/ARC-51(A) UHF
110030	AVIATION MACHINIST'S MATE	130292	AN-ARN-89A MAINT.
110040	AVIATION STRUCTURAL MECHANIC	130293	DF-301E MAINT.
110050	AVIATION SURVIVALMAN	130294	ADL-81
110060	AVIATION ELECTRONICS TECHNICIA	130295	AN/APS-127 RADAR
130010	APN 22	130296	ROTARY WING MAINT OFF
130020	APN-171 RAD ALT	130297	AVI ENGR LEAD/MNGMNT
130030	APN-175	130300	APS-133 WEATHER RADAR
130040	APN-180	130305	ARN-151 FAM
130041	ADL-81 LORAN C/UPS-190	130310	ARC-513 VHF/FM
130050	APN-195	130445	C-130 ENVIRONMENTAL SYSTEM TEC
130060	AYN 1	130445	C-130 ENVIRONMENTAL SYSTEMS TE
130070	618T/490T COUPLER	131142	AMO COMPOSITE
130080	AYN 2	131254	(MGRS) HH-65 LTS-101
130090	HU16E	131269	E2C/AM COURSE
130100	43D50 PROPELLER	131272	E2C/AT (AEW)
130110	HH-52 AIRFRAME PWRTRN	131273	E2C/AE COURSE
130119	HH-3F T-58-5 ENGINE	131281	E2C/AD COURSE
130120	T-58-8B-GE ENGINE	131294	APS-137 RADAR
130130	ACFT LOGS AND RECORDS	131295	APS-137 RADAR
130140	AVIATION SUPPLY PROCEEDURES	132143	AMO C-130 PDM
130141	AVIATION MATERIAL AND SUPPLY	133234	HU-25 AVIONICSMAN
130149	MULTIPLE SITE DAMAGE (MSD)	133236	HU-25 DROPMASER
130150	AYN-2/ASN-50	140005	QLTY ASSURANCE AIRCRAFT
130160	ARC-160	140010	ADAPTS
130170	C-131-A MAINTENANCE	140020	USAF TECH PUBLICATIONS BASIC
130180	C-131 PROPELLER	140021	USAF PUBS ADV
130190	HELICOPTER INFLIGHT REFUEL	140025	ACMS/RCM MANAGER
130200	HH-52A ASE/ELECTRICAL	140026	ACMS OPERATOR
130210	ARC-51 UHF	140030	APN 59
130220	HH-52 MAINTENANCE OFCR	140040	APN 70
130230	C-131A FLIGHT ENGINEER	140050	APN-147 DOPPLER/ASN-35
130234	HU-25 AVIONICS/DROPMASER	140055	APX-72 IFF
130235	HU-25 TRANSITION	140055	APX-72 IFF (C-160-3015)
130236	HU-25 FP UP-GRADE	140060	APN 171
130237	HU-25 QUALIFICATION	140066	APX-100 TRANSPONDER
130238	HU-25 RE-QUAL	140070	APX 6
130239	HU-25 INSTRUCTOR PILOT	140080	APX-72 TRANSPONDER \\AN/UPX-
130240	C-131A LOAD/DROP-MSTR	140090	ARC 27 UHF
130250	HH-3F AFCS ELECTRICAL	140100	ARC 38A HF
130251	HH-65 AVIONICS	140110	ARC 51(A) VHF
130252	HH-65 AFCS/ELECTRICAL	140120	ARC-84 VHF
130253	HH-65 AFPT	140121	ARC-94 TRAINING
130254	HH-65 LTS 101 ENGINE	140130	ARC 94F COUPLER
130255	HH-60J AFCS ELECTRICAL	140150	ARN 21D
130259	HH-65 ROTOR TUNE	140160	ARN 52(V)
130260	HH-60J AFPT	140170	ARN 73
130265	HH-60J AVIONICS	140185	AN/ARN-118 TACAN
130269	E2C AIRFRAME/HYDRAULICS SYS MA	140190	ASN 50
130270	E2C WEAPON SYSTEM ANALYST	140200	CORROSION CONTROL
130271	E2C CAT III D	140200	A/C CORROSION CONTROL
130272	E2C BASIC AVIONICS	140201	AMO CORRISION CONTROL
130273	E2C ELECT/INST SYSTEM MAINT	140202	BASIC CORROSSION CONTROL
130274	E2C HCT 10	140202	GEN CORROSION CONTROL
130275	E2C IMUTS	140203	AVIONICS CORROSION
130276	E2C INSTRUMENT REPAIR	140204	ACFT CORROSION PREV
130277	E2C MAINTENANCE MANAGER	140210	C-130 BLOCK ELECTRICAL
130278	E2C NAV SYS ORG MAINT	140220	C-130 BLOCK MAINT
130279	AN/ARC-159	140225	AIR TRAFFIC CONTROLMAN
130280	E2C RTBS	140230	C-130 FLT ENGINEER ADVANCED
130281	E2C PWRPLANTS/REL SYS MAINT	140231	C-130 FLT ENGINEER BASIC

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
140240	C-130 LOADMASTER	150009	KY-75/ANDVT
140250	INERT GAS WELD (HELI-ARC)	150010	APN 171
140251	WELDING, STEEL (DC-01)	150015	618 M-3 VHF AM
140252	ALUMINUM WELDING	150020	APN 195
140252	WELDING, ALUM. (DC-02)	150030	COLLINS RADIO
140253	WELDING QUALIFICATION	150034	APPR LIQ FUEL SYS SPEC
140254	WELDING RECERTIFICATION	150035	JP-5 AVIATION FUEL SYSTEMS
140260	NC-2A	150036	LIQUID FUEL SYSTEMS
140270	NDI INSPECTION (FOR MGRS)	150038	FUEL QUALITY CONTROL SPECIALIS
140280	NVA-22/ARN	150040	C-130 FUEL TANK SEALING
140285	NIGHT VISION GOGGLES (NVG)	150041	C-130 FUEL SYSTEM TECH
140290	T-58-5	150041	C130 FUEL SYSTEM TECH
140300	T-58-8B	150042	C130 NON-DESTRUCTIVE INSPECTIO
140310	490 T-1 COUPLER	150050	C-130 PROPELLER TECH (SHOP)
140320	C-130 ACFT PNEU RPR TECH	150050	C-130 SHOP PROPELLER TECH
140320	C130 ACFT PNEU RPR TECH	150051	C-130 FLT LINE PROPELLER TECH
140330	ARCTIC SURVIVAL TRNG	150055	C-130 FCS-105 FLT DIRECTOR
140340	C-130 INSTRUMENT SYSTEM TECH	150060	G1 DART ENGINE MAINT
140340	C130 INST SYSTEMS TECH	150068	G1 VC4 APU 85-37
140350	C-130 ELECTRICAL SYSTEMS TECH	150070	G1 INITIAL MAINTENANCE
140350	C-130 ELECTRICAL SYSTEMS TECH	150071	G1 REFRESHER MAINTENANCE
140351	C-130 ENVIRONMENTAL SYSTEM TEC	150080	G2 INITIAL MAINTENANCE
140355	NI-CAD BATTERY	150081	G2 REFRESHER MAINTENANCE
140360	WATER SURVIVAL	150090	HAMILTON STANDARD
140365	ASM/RSS - RESCUE SWIMMER	150100	HH-3F AFCS
140366	NDI APPLICATIONS	150110	HH-3F AFPT
140370	SEWING MACHINE MAINTENACE	150120	HH-3F ELECT
140380	LOW PRESSURE CHAMBER TRNG	150130	HH-52A AFPT
140390	MINATURE COMPONENT REPAIR	150140	HH-52A ASE
140400	MICRO-MINI COMPONENT REP.	150150	HH-52A ELECT
140401	MICRO MIN MODULE SOL TECH	150154	AFCT COMPOSITE REPAIR
140402	SOLDERING TRAINING	150155	HU-25 AIRFRAME
140405	MACHINE TOOL OPERATOR	150156	HU-25 ELECTRICAL
140411	C-130 T-56 7/15 SYSTEM TECH (S	150157	HU-25 AVONICS
140413	C130 (FLT LINE) T-56 7/15 ENG	150160	HU-16E PROPELLER
140414	T56/501D ENGINE MAINT	150170	C-130 INT AV SYS
140414	AMO C-130 T56 ENG	150171	C-130 AIRFRAME REPAIR
140420	T-56-A7 ELECTRICAL	150190	G2 SPEY ENGINE INITIAL
140430	GTC-85	150200	T-56-A-7 ELECTRICAL
140431	C-130 TECH (GTC-85-180L)	150210	T-56-A-7 ENGINE
140431	C130 TECH(GTC-85-180L)	150220	T-56-15 ELECTRICAL
140432	C-130 TECH (GTC-85-71A)	150230	T-56-A-15 ENGINE
140432	C130 TECH(GTC-85-71A)	150240	HH-52A ASE/ELECT
140440	C-130 AFCS TECH TRAINING (E-4)	150250	HH-52A ELECT/AFCS
140440	C130 E-4 AFCS TECH	150260	HOBART GPU
140450	C-130 ACFT TECH (FLT LINE)	150261	ESSEX POWER UNIT
140450	C130 ACFT (FLT LINE) TECH	150262	TENNANT SWEEPER
140460	NDI-TECH.	150270	LTN-52
140470	C-130 CARGO RAIL SYSTEM	150280	LTN-72 INERTIAL NAV
140470	C130 CARGO RAIL SYSTEM	150281	LTN-211 OMEGA RECEIVER
140480	C-130 C-12 COMPASS	150282	FLIR 2000B INFRA RED
140480	C130 C-12 COMPASS SYSTEM	150289	G1 DART ENGINE REFRESHER
140490	HH-3F AFPT	150290	G2 SPEY ENGINE REFRESHER
140491	HH-3F HELO TECHN	150300	G2 ELECT/AVIONICS INITIAL
140500	NICKEL CAD BATTERY	150301	G2 ELECT/AVIONICS REFRESHER
140510	C-130 (H) SIMULATOR	150310	HH 3F APG
140520	QUALITY CONTROL (AIRCR	151154	H65/H25 ADV COMPOSITE REP
140530	JET ENG RTECH (H-1F, H	151382	G2 SP50G AUTOPILOT
140540	HU-25 GARRETT ENGINE	152154	HH-60J MGRS
141025	ACFT MAINT AND RELIABILITY	156154	HH-60 ADV COMPOSITE REPAIR
141030	CONTRACTING OFFICER TRAINING	156156	HH-60J SPECIAL TOOLS TRAINING
141030	COTR	156158	HH-60J HELO ROTOR TUNE
141201	TQM (AMO/MGR)	200021	TEMPEST MODEL 40 TTY
141540	(MGRS) HU-25 ENG/APU	200025	MITEL SX 100/200
143433	HC-130H CONTRACT COURSES	200040	JAPANESE TOTAL IMMERSION
150003	KY-58	200080	AN/URC-114(V) LOW PWR

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
200081	NAVMACS/SATCOM SYS	210230	COMMTRACK
200082	COMMS SYSTEM /DEVELOPMENT	210240	LORAN A APPRENTICE
200301	ADV COMP ELEC TECH CWO	210250	LORAN C APPRENTICE
200302	ADV COMP ELEC TECH ENL	210260	ETN
200303	ADV COMP ELEC TECH OFF	210270	GENERAL TRACK
200500	ADMIN SCIENCE/PUBLIC ADMIN	210280	BMPS
200505	ADMINISTRATIVE SCIENCE RPA	210290	ELECTRONICS FUNDMNTLS
200510	AERONAUTICAL ENGINEERING	210300	LORAN A TRACK
200515	AVIATION ENGINEERING ADMIN	210310	LORAN C TRACK
200520	AVIONICS ENGINEERING	210320	ETN TRACK
200525	CIVIL ENGINEERING	210330	VESSEL/SHORE TRACK
200530	COMMUNICATIONS ENGINEERING MAN	220020	ELECTRICIAN'S MATE
200535	COMPUTER SCIENCE SYSTEM	220030	FIRE CONTROL TECH
200540	ELECTRONICS ENGINEERING	222666	PORT SAFETY INDUSTRY TRAINING
200545	DENTAL RESIDENCY TRAINING	230001	AID CONTROL MONITOR SYSTEM
200550	ENGINEERING PHYSICS	230010	LISTER/LIMA DIESEL (ANC-M)
200555	ENVIRONMENTAL MANAGEMENT	230015	BUOY DECK SUPV (ANC-BDS)
200560	FINANCIAL MANAGEMENT	230020	ADVANCE MINOR (ANC-AM)
200565	FOREIGN SERVICES(SO175)INSTITUTE SENI	230020	AC MINOR AIDS TO NAVIGATION
200570	HARVARD NATIONAL SECURITY FELL	230025	CONSTRUCTION TENDER FOR MK (AN
200575	HAZARDOUS MATERIALS	230030	AN/FPN-39 LOR-C XMTR
200580	HEALTH CARE ADMINISTRATION GRA	230031	REM/AID SYS ANC-RCMS/ACMS
200585	HEALTH CARE ADMINISTRATION UNG	230035	FOG/RBM (ANC-FD/RB)
200590	INDUSTRIAL MANAGEMENT	230040	AN/FPN-42 LOR-C XMTR
200595	INFORMATION SYSTEMS MANAGEMENT	230050	AN/FPN-44/45 XMTR(HIGH POWER)
200600	INSTRUCTIONAL TECHNOLOGY	230055	LORAN C ENGINEERING
200605	LAW	230060	AN/SPN-29
200607	BAR REVIEW	230061	AN/WSC-3
200610	LITTAUER	230062	AN/WRN-6 (V4) MAINTENANCE
200615	MARINE ENGINEERING (NAVAL)	230063	AN/USC-43 (ANDVT)
200620	MARINE ENGINEERING	230070	AN/SPN-30
200625	MEDICAL RESIDENCY TRAINING	230080	AN/SPN-39
200630	NAVAL ENGINEERING TECHNOLOGY	230090	AN/SPS-29
200635	OCEAN ENGINEERING	230510	FIELD OIL FINGERPRINTING
200640	OCEANOGRAPHY	230520	AN/SPS-64 I BAND
200645	OPERATIONS ANALYSIS	230521	AN/SPS-64 LARGE CUTTER
200650	PERSONNEL ADMINISTRATION	230522	AN/SPS-64 SMALL CUTTER
200655	PHYSICIANS ASSISTANT	230525	AN/SPS-64 L BAND
200660	PUBLIC AFFAIRS	230530	AN/URT-23 HF XMIT(COM 04)
200665	PUBLIC AFFAIRS SPECIALIST	230540	R-1051/URR-RADAR RECEIVER
200670	SLOAN FELLOWS PROGRAM	230550	AN/SCR-21 UHF TRANCEIVER
200671	SLOAN FELLOWSHIP ORIENTATION	230560	COMMS SYSTEMS TECH
200675	TRANSPORTATION MANAGEMENT	230561	COMMS OFFICER AFLOAT
200680	WARRANT RETAIL MANAGEMENT	230562	CMS CUSTODIAN (USN)
200685	OFF DUTY EDUCATION	230565	STD WORKSTA SYS OP PET.
200700	BASIC FLIGHT TRAINING	230570	INVESTIGATION DEPT CSE
201481	MS ON-SCENE COORD CRISIS MGMT	230580	HAZARDOUS CHEMICAL ET AL
210010	BOATSWAIN'S MATE	230585	WOODEN BOAT INSPECTION
210020	DAMAGE CONTROLMAN	230590	MARINE SAFETY BASIC/MSBIC
210040	ELECTRICIAN'S MATE	230591	MARINE SAFETY CADET
210060	ELECTRONICS TECHNICIAN	230600	EMT QUALIFICATION
210070	FIRE CONTROL TECHNICIAN	230610	CONSTRUCTION TENDER (ANC-C)
210080	GUNNER'S MATE	230615	MS INFORMATION SYSTEMS OPS/MGT
210090	HEALTH SERVICES TECHNICIAN	230620	ENGR PETTY OFF INDOCTRIN.
210110	MARINE SCIENCE TECHNICIAN	230625	MS PETTY OFFICER COURSE (MSPOC
210120	QUARTERMASTER	230630	OILY WATER SEPARATOR SYSTEM
210130	PUBLIC AFFAIRS SPECIALIST	230631	SOLAR GT/SOL MN PROP (MK-3)
210140	RADARMAN	230640	GE/SOLAR EMERG.GT/SOLAR
210150	RADIOMAN	230650	GAS TURBINES (MK-4)
210160	STOREKEEPER	230660	CLAYTON STEAM GENERATOR
210170	SUBSISTENCE SPECIALIST	230670	HYDRAULIC SYS AND EQUIP (MK-06
210180	SONAR TECHNICIAN	230680	ENGINE GOVERNORS (MK-7)
210190	TELEPHONE TECHNICIAN	230690	FAIRBANKS-MORSE 3800 (MK-8)
210200	YEOMAN	230700	CONTROL PITCH PROP SYSTEMS (CP
210210	MACHINERY TECHNICIAN	230703	110 WPB 3300 SERIES CATEPILLAR
210220	NAVTRACK	230710	378 WHEC CONTROL

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
230715	ADV WELDING	240050	AN/WLR-1 MAINTENANCE
230720	ALCO 251 DIESEL (MK-11)	240060	ARMORER SCHOOL
230730	CATPILR 333/4 DIESEL ENG	240061	ASW EVAL C C
230740	21 OB WMEC CONTROL SYSTEM	240062	ATACO
230750	GM 8-567E2 DIESEL (MK-14)	240063	BASIC ASW OPS
230760	GENERAL ELECTRIC GT	240064	BASIC SHIPBOARD IN
230770	ENG OFF/MPA INDOC (EO-16)	240065	CIC WATCH OFFICER
230780	ADV/ELEC/ELECTRONIC EM-17	240070	ASR 28 TELETYPE
230790	378 WHEC CONT SYS EM-18	240080	ASW TEAM TRAINING
230800	EMERGENCY GAS TURBINE SYS	240090	ATON CONSTRUCTION ANC-C2
230810	MARK 27 GYRO COMPASS	240100	BASIC SOLID STATE DEVICES
230820	ELEC/ELECTRONICS CONTROL	240110	BATHYTHERMOGRAPH OBSERV.
230830	REFRIGERATION/AC (MK-22)	240115	OCEANOGRAPHY TECH
230840	WEATHER BRIEFER "C"	240120	REC BOATING STANDARDS INSPECTO
230850	AUSTRON 5000	240130	CIC PROCEDURES ADVANCED
230854	PRIMARY CHAIN MONITOR SET	240140	SWO DAMAGE CONTROL ASSISTANT
230855	CONTROL STATION OPS	240150	CLINIC LAB ASST TECH
230856	PRIM CH SHRT	240160	COMMS ON LINE
230860	SS PAPERWORK MGMT & ADMIN	240170	COMMS PROCEDURES SUPERV.
230861	SS INDEPENDENT DUTY-D	240180	COMMS QUALITY MONITOR
230865	JUMPS TRAINING	240182	COMM SYS OPERATOR
230870	STEAM PROPULSION	240185	GROUNDWATER MONITORING
230880	BASIC AIR NAVIGATION	240190	CRANE OPERATOR
230882	AVIATION ORIENTATION-NAV	240200	CRYPTO REPAIR-TSEC/DW 26
230890	NMLBS ENGINE SUPERVISOR COURSE	240210	CRYPTO REPAIR-TSEC/KW-7
230900	AN/FPN-64 LORAN XMTR	240220	DAMAGE CONTROL
230910	SAR-GROUP/COASTAL SAR PLANNING	240230	"DAME"
230911	EXAM ITEM WRITERS	240240	DANGEROUS DRUGS
230912	OSC/RRT SIMULATION	240250	DEF AGAINST METHOD ENTRY
230913	SMALL BOAT OPERATIONS	240253	ASME INDOC
230914	CDXC-SG-1A IMR PUL(Tel14)	240255	COMPUTER AIDED EMERG OPS
230915	AN/GGC-59(V)-7 MODEL 40TT	240260	DEF AGAINST SOUND EQUIP
230916	RADAR FUNDAMENTALS	240270	DENTAL TECH PROSTHETIC
230917	AN/SPS-66 RADAR	240275	DENTAL HYGIENE
230918	TT MODEL 28 ASR. 35 AND 37	240277	DENTAL LAB (BASIC)
230919	SWITCHBOARD (PULSE 120)	240280	DENTAL EQUIP REPAIR TECH
230920	LORAN-C TIMING AND CONTROL	240281	ADEC DENTAL REPAIR
230921	AN/FPN-46 TIMER	240283	BIOMED REPAIR SPECIALIST
230922	PMIS/JUMPS	240285	ADVANCED BIOMED REPAIR SP
230923	STOREKEEPER	240290	DDP-516
230924	CIV PERS MNGMT (SEN)	240300	DDP-516 PROGRAMMING
230925	RADIO SET MOUNT	240301	THE THOMAS P. HINMAN DENTAL MT
230926	LEAD/MNGMNT WORKSHOP	240302	HS SHPBD SERIES TRNG
230930	PUBLIC AFFAIRS	240303	AOA 93RD ANNUAL CONVENTION/SCI
230935	AN/URN-25 MAINTENANCE	240304	EVAL AND TREATMENT OF CERVICAL
230940	270 WMEC PROP CON (EM-25)	240305	ENDODONITICS SEMINAR
230950	MK-29 GYRO COMPASS(EM-26)	240306	AM PHARM/ASSO TRNG CONF
230960	270 S/S GENERATOR WHRS	240307	EYE SPECIALIST
230970	270 CPP AND FIN STABILIZER	240310	TELEPHONE DIAL-X MAINT
230980	WMEC MAIN PROP CONTROL	240320	DISASTER RECOVERY
230990	ENG ADMINISTRATION (MK-1)	240330	DISEASE VECTOR/PEST PREV.
231000	FIRE TUBE BOILERS TYPE	240340	DIVER FIRST CLASS
231001	WAY-WOLFF FIRE TUBE (MK-5A)	240350	DIVER SECOND CLASS
231003	JOHNSTON FIRE TUBE	240360	DRUG ABUSE EDUCATION SPEC
231010	INTRO TO CIVILIAN PERS	240365	NAVY RECREATION SYS MGNT
231020	EEO FOR SUPERVISORS	240370	ECCM AIR SEARCH OPERATOR
231040	HS "C" (DENTAL)	240375	ASW ESCORT PHASE 1
231050	HS "C" (MEDICAL)	240376	ASW ESCORT PHASE 2
231060	SR INSPECTOR	240380	ELEC WARFARE WATCH OFF
231070	EXPLOSIVE LOADING SUPV	240390	EM MAINTENANCE
240010	ADV INFO SPECIALIST	240400	ENGINE/CONTROL PITCH PROP
240015	ADV COMMS PROCEDURES	240410	EN/GAS TURBINE (EM-19)
240020	AERIAL ICE OBSERVER	240420	EW OPERATOR
240030	AEROSPACE MEDICAL TECH	240430	EW THREAT RECOGNITION
240035	ASBESTOS HAZARD	240435	SURFACE SHIP ATTACK ASW TT
240040	AIR CONDITION/REFRIGERATE	240440	EXECUTIVE PROTECTION



## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
240445	COUNTERING TERRORISM	240581	FEDERAL LITIGATION
240450	EXPLOSIVE HANDLING SUPERVISOR	240582	PROCUREMENT FRAUD
240460	GENERAL SHIP F/F	240590	MED DEEP SEA DIVING
240461	FIRE FIGHTER RESCUERMAN	240600	MEDICAL LAB TECH ADVANCED
240465	REPAIR LOCKER PERS	240605	HEALTH RESOURCES MGMT
240466	RADNAV (REFRESHER) TEAM TRAINE	240607	HEALTH SCIENCE SPEC
240467	RADNAV TEAM TRAINER	240610	HS 'C' SCOL
240468	MULTI THREAT TRAINING	240617	ADV HOSPITAL CORPSMAN
240469	TMA/SSPP	240620	MERCUISER STERNDRIVE
240469	TMA/SSPP	240630	MESS MANAGEMENT
240470	ENL TACTICAL APPLICATIONS	240640	MK 19 GYRO MAINTENANCE
240471	NC-2 PLOTTING SYSTEM MNT	240645	MK19 GYROCOMPASS MOD3
240472	AUTOMATIC PLOTTNG AIDS	240650	MK 44/46 TORPEDP AND MK-32
240475	CBR DEFENSE	240660	MK 56 GFCS MAINTENANCE
240480	GUNNER PETTY OFFICER	240670	MK 56 GFCS OPERATOR
240481	20 MM MACHINE GUN	240675	MK-92 FIRE CONTROL SYS-D
240482	GM "C" (PHASE 2)	240680	MK 105 UBFCs MAINTENANCE
240483	3"/50 GUN MOUNT	240690	MK 309 TCP
240484	GM "C" (PHASE 2B)	240700	MK NC 2/2A PLOTTER
240485	GM "C" (PHASE 3)	240701	CG TACTICAL WAR OVERVIEW
240486	AMMO ADMINISTRATION	240702	INTEL PHOTOGRAPHER
240487	FFG7 WEAPONS SYS OFF CSE	240703	TACTICAL ACTION OFF (WEST COAS
240488	76MM MK75 OPER/MAINT	240703	TACTICAL ACTION OFF (EAST COAS
240489	GUN BARREL INSPECTION	240704	SHIP SAFETY OFF
240490	GUNNERY TEAM TRAINING	240705	TACTICAL WARFARE OVERVIEW
240491	FFG-7 WEAPONS SYS OFF	240706	MIL JUST (SOC)
240500	GYRO COMPASS MK23 MNT	240707	ELECTRONIC WARFARE
240510	HY80 STEEL AND ALUMINUM	240708	ADVANCE SIGNALMAN
240511	ADMIN OF GOVT CONTRACTS	240710	MPO 16 MM
240512	NATIONAL ELECTRICAL CODE REVIE	240716	TMA-BEARINGS
240513	INTERIOR DESIGN	240717	PASSIVE SONOBUOY LOC
240514	COASTAL ENGINEERING GREAT LAKE	240718	HARPOON (ACME)
240516	CONSTRUCTION CONTRACT	240720	MPO 35 MM
240517	PROPERTY INSPECTOR	240722	NAV OFFICER
240518	R:BASE 5000	240725	NAVMACS V2 MAINT
240519	GENERAL CONSTRUCTION	240726	NAVMACS V2 OPERATOR
240520	JOINT PERSONEL PROPERTY MANAGE	240730	NBC DEFENSE
240522	VALUE ENGINEERING	240735	NAV/CEL REF
240523	REPAIR/REMODELING ESTIMATING	240740	NC-2 ASW PLOTTER MAIN
240524	ELECTRICAL SAFETY CODE	240750	NTDS LINK 14
240525	HEATING VENTILATION AND A/C	240760	OPERATION ROOM TECHNICIAN SPEC
240526	CONTRACTING FOR A-E SERVICES	240770	OSI SPECIAL INVESTIGATOR
240527	FIRE PROTECTION SPECIALIST	240780	PABX 40/80 SWITCHBOARD
240530	JP-5 FUEL SYSTEM	240790	PACE REPAIR SYSTEM
240540	LAB SPECIALIST BASIC	240800	PACE CERTIFIED INSTRUCTOR
240542	LEGAL YEOMAN	240810	PACE MICRO MINATURE REP.
240543	CWO LEGAL TRAINING	240811	CO PUBLIC AFFAIRS COURSE
240545	LAB SPECIALIST (ADVANCED)	240812	3 WK PUBLIC AFFAIRS CSE
240550	LEGALMAN	240813	FEB LABOR REALTIONS
240551	INTRO CRIMINAL INVEST TRN	240815	TRANS AND STORE OF HAZ MAT
240552	SECURITY ADMIN AND PHS SECU	240820	PERS PROPERTY TFFC MGMT-
240553	BAS LAW ENFOR DRUG ID AND I	240830	PETROLEUM STORAGE SPEC.
240554	SEX EXPLOTION OF CHILD IN	240840	PHARMACY TECHNICIAN
240555	INTEL COLLECT MANG CSE	240845	PHARMACY SPECIALIST
240556	BASIC CRIMINAL INVESTIGATOR TR	240850	PREVENTIVE MEDICINE TECH
240557	DEFENSE COUNSEL (TRIAL A	240855	ORTHOPEDIC SPECIALIST
240558	LAW OF WAR WORKSHOP	240860	P-250 FIRE PUMP MAINTENANCE
240559	LEGAL ASSISTANCE	240866	MINATURE REPAIR
240560	LOW LEVEL KEYING	240870	EQUAL OPPORT PRG ORIENT FOR MG
240565	CONTRACT ATTORNEY	240875	DEOMI 16 WEEK RESIDENT
240566	CRIMINAL LAW NEW DEVELOP.	240880	RADIO SIGNAL PROC. EQUIP.
240567	FISCAL LAW	240890	RAWIN/RADIOSONDE SET OPR.
240570	MANAGEMENT, NAVY PX (ENL)	240900	SCUBA DIVER
240575	SHIPBOARD BARBER	240910	AN/SPA-66
240577	SHIPBOARD FF ADVANCED	240911	AN/UYK-7
240580	ADMIN LAW FOR MIL. INSTAL	240914	AN/APX-72

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
240915	AN/SPA-25	241120	AN/SQS-38 OPERATOR
240916	AN/URN-25	241130	AN/WQC-2
240917	AN/WSC-3	241140	NIXIE
240920	SPS 51	241150	SONAR TARGET CLASSIFY
240921	AN/SPS-40B MAINT	241160	NC-2 PLOTTER MAINTENANCE
240930	AN/SRC-20/21	241170	MK-44 TORPEDO
240931	AN/UCC-1	241180	MD-46 TORPEDO
240932	AN/UQN-4	241190	MK-32 AWTT
240935	P-EMO	241200	BASIC SHIPBRD AVIA FIREF
240936	EMO	241201	COMM INFO AND RETENTION
240937	GLIDE SLOPE INDICATOR	241202	SEXUAL ASSAULT TRNG
240938	EW DIGITALS	241205	OVERSEAS DEPLOYER COORDIN
240939	EW OPERATION TRAINING	241210	CAREER INFO AND COUSELING
240940	SAT NAV SRN 9	241220	PETTY OFFICER LEADERSHIP
240941	GSB900 SCHOOL	241221	CHEMICAL DEPENDENCY
240950	SRN 12	241222	USN DRUG AND ALCOHOL
240955	AN/SRN-15 TACAN	241223	FALL CONFERENCE ON ALCOH
240956	FIELD EVIDENCE/CRIME SCENE TRA	241224	AFTERCARE PROG DOD MGR
240957	BASIC INTELLIGENCE TRAINING	241225	SUBSTANCE ABUSE
240958	(DEA) BASIC DRUG INVESTIGATOR	241226	ALCOHOLISM ORIENT FOR HCP
240959	REID TECHNIQUE INTERVIEW/INTER	241227	DOD/NAEYC DAY CARE TRNG
240960	SHIPBOARD VISUAL TEMPEST	241228	CONF ON ALCOH AND DRUG ABUSE
240961	BASIC POLICE TRAINING PROGRAM	241230	X-RAY TECH BASIC
240962	SLQ-32 016X	241233	X-RAY TECH (ADVANCED)
240964	SLQ-32EQ OPS	241235	X-RAY SPECIALIST
240965	AIMS MK XII IFF SYS	241240	NAVAL INTEL/PORT SEC
240966	3M SYS	241250	MGMT AND SUPV NAVAL PERSONNEL
240970	TREASURY LAW ENFORCEMENT	241260	OMEGA OPERATOR
240973	INFO SECURITY MGNT CSE	241270	LORAN OPERATOR
240975	WHITE COLLAR CRIMES	241280	BEQ MANAGEMENT
240976	INTERAGENCY COUNTER TERRO	241281	SPECIALIZED TRAINING
240977	CRIMINAL INVEST AUTOMATED ENVI	241282	DEFENSE ADV TRAFFIC MANAGEMENT
240980	TSEC/KG-14	241283	WAREHOUSE OPS. MGMT.
240981	TSEC/KG-13	241284	TRANSP/STORAGE HAZMAT
240982	TSEC/KW-7	241285	SUPPLY INDOC FOR LINE OFFICERS
240983	TSEC/KWR-37	241287	SENIOR ENL SUPPL
240984	TSEC/KY-8	241288	WASTE OPS MNGT
240985	TSEC/KG-84A/C	241289	TRANSP MGMT- INTRO
240987	TSEC/KY-65/75	241290	OFFC AND PO'S MESS MANAGMENT
240988	TSEC/KY-57/58	241292	NAVY PCO/PXO SHIPHANDLING
240989	TSWC/KW-26	241293	NAV. PILOT REF
240990	UCC 1	241294	NAV SR QM REF
240992	TSEC/KY-71	241295	OFF PRACTICAL SHIP HANDLN
240993	TSEC/KW-46	241297	NAV-CEL REV
240995	TSEC/KG-30 (FAMILY)	241298	NAV-PIL REV
240996	ADV ELECT TECH SCHOOL	241300	BAKERS SCHOOL
241000	AN/UQN-4 ECHO SOUND MAINT	241310	INSTRUCTOR
241001	OJ/172/UYK IN/OUT	241311	INSTRUCTIONAL SYS DESIGN
241010	URG 11	241320	DISASTER PREPAREDNESS
241020	URT 23	241330	EDITORS COURSE
241023	AN/WSC-3 (MAINT)	241340	MIL LAWYERS ASST/CRIMINAL
241025	COMDAC MAINT	241341	CONTRACT CLAIMS/LITIGATION/REM
241026	MICRO-MINATURE REPAIR	241342	BASIC JAG COURSE
241028	MK XII IFF	241343	BASIC LAWYER
241030	USAF FRAUD	241344	CLAIMS AND TORT LITIGATION
241040	ON-LINE CRYPTO OPERATOR	241345	TRIAL ADVOCACY (ADVANCED)
241050	OFF-LINE CRYPTO OPERATOR	241350	MIL LAWYER ASST/LEGAL AID
241051	SOVIET SIGNALMAN	241355	CWO LEGAL TRAINING
241060	AN/UQN-7	241360	MIL LAWYERS ASST/ADMIN.
241070	PLASTIC PIPE REPAIR	241370	AUDIOMETRIC TECH CSE
241080	USN INTELLIGENCE/PORT SEC	241371	ARMY TECHNICAL ESCORT
241085	VAVAL CONT OF SHIPNG ORG	241372	SHIP SALVAGE DIVING OFF
241090	ASW AIR CONTROL	241373	PEACE OFFICER ORIENTATION
241095	ASW OPS	241374	OSHA 100-17 ELEC STANDARD
241100	AN/WQM-5	241375	ALCOHOL ADVISOR
241110	AN/SQS-38 MAINTENANCE	241376	HELICOPTER EGRESS TRNG

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
241376	9-D-5 HELO EGRESS TRNG	241446	TACT PLT CRD
241377	OSHA 201 HAZ MATL SAFETY	241447	TORPEDO AIR
241378	9-D-44 DILBERT DUNKER	241450	SONAR TECH "A" SCHOOL
241379	DINFOS MINI-COURSE	241451	SQS-38 MAINTENANCE
241380	DINFOS COLLATERAL	241452	SQS-35V-38 OP BA
241381	DINFOS PUB AFFAIRS	241453	DIGITAL/ELEC TRAINING
241382	SENIOR PUBLIC AFFAIRS OFFICER	241455	17 MAINT/OPS
241383	SENIOR ENLISTED PUBLIC AFFAIRS	241456	ALLA
241384	OSHA 100-10 HAZ MAT FIRE	241460	AN/WSC-3
241385	OSHA 100-19 MACH GRD STDS	241470	AN/SLQ-31/32
241386	OSHA 100-19 CRANES AND MAT	241480	AN/URN-25 TACAN
241387	OSHA 300-1 COMPETENT PERS	241490	MK75, 76MM, OTO MALERA
241388	OSHA 600-2 COLLATERAL DTY	241510	OJ172 MAINT
241389	OSHA 600-4 CRS FED AGENCY	241512	HVAC CONTROL SYSTEMS
241391	NSC FUND OF OCCUP SAFETY	241520	TSEC/KY-8 MAINT
241392	MODERN SAFETY MANAGEMENT	241527	SPEC WRITING CONSTRUCTION
241393	INTRO INDUSTRIAL HYGIENE	241530	TSEC/KY-65/75 MAINT
241394	OSHA-225 STDS FOR CONST	241540	TSEC/KY 57/58 MAINT
241395	OSHA-230 STD MARITIME OPS	241550	NAVMACS OPERATOR
241396	OSHA-240 GAS-FREE MAR OPS	241560	SRBOC MAINT
241397	OSHA-240 GAS-FREE NON-MAR	241570	CIC PLOTTING BASIC
241398	SET 430 VENTILATION D+E	241571	RADAR OBSERV
241399	SYS SAFETY OFFICERS COURSE	241580	NAVAGATION PILOTING RE
241400	BASIS/REVIEW OF IMMUNI	241590	RULES OF THE ROAD
241401	CONTRACT QUALITY ASSURANCE	241600	DIVISION DAMAGE CONTROL PO
241402	MGMT ACQUISTION LOGIST	241610	AVIATION FACILITY HELO
241403	MID MANAGEMENT COURSE	241615	SHPB D RESCUE SWIMMER
241404	SPANISH LANGUAGE TRAINING	241620	SHIPBOARD FIREFIGHTING
241406	ITALIAN LANGUAGE TRNG	241630	AVIATION FUEL SYS
241407	MNGMT OF DEF ACQUISITIONS	241640	DC TEAM TRAINING
241408	CONTRACT ADMINISTRATOR	241645	110 WPB DAMAGE CONTROL TEAM TR
241409	NAFA MNGMT TRAINING CRSE	241650	DCPO
241410	COMPLETE BLOOD COUNT/U	241660	DC REPAIR PARTY LEADER
241411	CERTIFYING OFFICER	241665	GAS FREE ENGINEER
241412	CONTRACT LAW	241670	3M SYS ADMIN/OPS
241413	VOUCHER EXAMINATION	241680	3M SYS COORDINATOR
241414	ARMY MILSTAMP	241690	VALVE MAINTENANCE
241415	CONTRACT SPECIFICATION	241700	AIR COMPRESSORS
241416	SURFACE ACOUSTIC ANALYSIS	241710	HEAT EXCHANGERS
241417	BASIC SMALL PURCHASE	241720	WOODWARD GOVERNOR E
241418	ADVANCED SMALL PURCHASE	241730	WOODWARD GOVERNOR E
241419	FIELD UNIT TECH REP(COTR)	241740	WOODWARD GOVERNOR 2301
241420	MIN/ELECT REPAIR	241750	WOODWARD GOVERNOR PG/P
241421	AN/SWG-1A HARPOON SURF AP	241760	ENGINEERING DEPT ADMIN
241422	HARPOON SURFACE APPL MAIN	241770	FUNDAMENTAL HYDRAULICS
241423	HARPOON MISSILE INTERFACE	241780	400HZ MG MAINT
241424	AN/SWG-1A HARPOON CANISTR	241790	ELECTRICAL CONTROL DEV
241425	HARPOON CANISTER HANDLING	241845	PHOTO JOURNALISM (INTERMEDIATE
241426	TMA BEARING ONLY	241846	MEDIA RELATIONS WORKSHOP [TEAM
241427	TMA PASSIVE PLOTTING	241847	PUBLIC AFFAIRS SUPERVISOR COUR
241428	OTH TARGETING	241848	STILL PHOTOGRAPHIC SPECIALIST
241429	HARPOON ANTISHIP CRUS MSL	241850	PUBLIC AFFAIRS OFFICER COURSE
241430	ANTI SUB AIR	241851	USAF SHORT CRSE IN COMMS
241431	HARPOON SURFACE SHIP TT	241852	ELECTRONIC JOURNALISM
241432	HARPOON EMPLOYMT TACTICS	241853	TV NEWS FILM WORKSHOP
241433	CIWS MK15 BLOCK	241854	PHOTOGRAPHER'S MATE
241434	MK15 CIWS DIV OFAND	241855	CO/COLLATERAL DTY PAO CRS
241435	M-61 MACHINE GUN MAINT	241856	ADVANCED PUBLIC AFFAIRS SUPERV
241436	MINIATURE ELECTRONIC	241860	WATER SANITATION AFLOA
241437	ELEC/ELECTRONICS BASIC	241870	SHIPBOARD EPIDEMIOLOGY
241438	LAMPS SHIPBOARD	241880	SHIPBOARD EPIDEMIOLOGY
241439	LANDING SIGNALMAN ENLISTED	241890	INDUSTRIAL HEALTH PROG
241442	RADAR SIGNAL	241900	HEARING CONS/HEAT STRESS
241443	SLQ 25 OPS/MT	241910	SHIPBOARD PEST CONTROL
241444	SRBOC MAINTENANCE	241920	AMMO ADMIN
241445	SWG-1A HARP	241930	CELESTRIAL NAVIGATION

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
241937	OPSEC FUNDAMENTALS	250253	ANSI/ASME B31.1 PIPING
241937	OPSEC FUNDAMENTALS	250254	STEAM ENGINEER ROOM AUTOMATION IN
241939	OPSEC PRACTITIONER	250255	COMMERCIAL TRUCK DRIVING
241939	OPSEC PRACTITIONER	250256	COMPUTER BASIC LANGUAGE
241940	SIGNALMAN REFRESHER	250257	CRUDE OIL WASH/INERT GAS (COW/
241950	MAGAZINE SPRINKLER SYS	250258	DRIVING UNIT SUIT REPAIR
241960	AN/SLQ-31/32 PREVENTIV	250259	ELECTRICAL ENGINEERING
241970	SHIPHANDLING TEAM TRAI	250260	FLUIDIZED BED CONSTRUCT
241980	PROGRAM EVALUATION IN	250261	HYDRAULICS
241990	WATER ANALYSIS: MEMBRA	250262	INDUSTRIAL NOISE CONTROL
242000	HIGH RELIABILITY SOLDER	250263	LNG CARGO LOADING
242010	INSTRUCTIONAL MANAGEME	250264	LNG FIREFIGHTING
242020	OCCUPATIONAL SAFETY HE	250265	LNG MASTERS, MATE, PILOTS
242030	MANAGEMENT EFFECTIVENE	250266	BASIC MARINE FIREFIGHTING
242040	LABOR MANAGEMENT RELAT	250267	MARINE F/F STRATAG AND TACTIC
242050	CRYPTOGRAPHIC EQUIPMEN	250268	SEAPORT SECURITY
242060	MILITARY READINESS PLA	250269	OUTER CONTINENTAL SHELF INSPEC
242070	RADIOGRAPHIC INSPECTIO	250270	OIL SPILL CONTROL
242080	RECOGNITION AND TREATMENT	250271	ONAN GENERATOR
242090	SURFACE SUPPORTED DIVI	250272	PORT SECURITY
242100	HAZ MAT INCIDENT RESPONSE (HMI	250273	POWER SYSTEMS
242110	MARINE FIREFIGHTING (T	250274	OCCUPATIONL SAFETY
242120	RADIOGRAPHIC INSPECTIO	250275	RESPIRATORY PROTECTION
242130	RADIOGRAPHIC FILM INTE	250276	SAFETY RELIEF VALVE
242140	ULTRASONIC TESTING OF	250277	SPILL
242150	INCIDENT MITIGATION AN	250278	WANG PROGRAMMING
242160	PORT SECURITY TRNG	250279	ZODIAK REPAIR
242170	DIVER SUPV/MASTER DIVE	250280	W. RIVER TANKBARGE OPS
242180	MEDICAL DEEP SEA DIVIN	250281	RULES OF THE ROAD
242310	INSTRUCTOR	250300	COMDAC/UYK-20 MAINT
242437	ELECTRONIC REPAIR INSPEC	250301	AN/SLQ-32 OPERATOR
242440	EW THREAT RECOGNITION	250302	AN/SLQ-32 ESM V2
242445	EW TECH	250303	DOPPLER SPEED LOG
242620	SHIPBOARD FF TEAM TRNG	250304	STREAM RIG OPERATOR
246615	ENVIROMENTAL HEALTH SPEC	250305	76MM MK75 GUN MAINTENANCE
250010	ALCO DIESEL	250306	AN/SQR 17 OPERATOR
250011	110 WPB PAXMAN MK-30	250307	AN/SQR 17 MAINTENANCE
250015	DIESEL ENGINEER ROOM AUTOMATION	250308	ELECTRONIC MATERIAL OFFICER
250020	API SOUND SIGNAL	250309	ELECTRONIC MATERIAL OFFICER
250030	AT AND T	250310	AN/UYK-7 COMPUTER
250040	BOATING INDUSTRY TRAINING	250320	AN/USH-26 COMPUTER
250050	BRUNSWICK PINSETTER	250330	AUDIO RECORDING/TV MAI
250060	CAPITAL GUAR	250340	DOPPLER SPEED LOG
250070	CATERPILLAR, D-398, D-353	250350	HF-80 RECEIVERS/TRANSM
250080	CHRYSLER ENG MAINTENANCE	250360	MK29 GYRO COMPASS
250090	CLAYTON BOILER	250370	GYRO FIN STABILIZER
250100	ADVANCED CULINARY-D	250380	MK XII IFF (AIMS)
250110	CUMMINS VT-12	250390	EVAPORATOR WASTE HEAT
250120	DETROIT DIESEL	250400	AN/SPS-64 RAYCAS
250130	EPA	250401	AN/SPS-64 RAYPATH
250140	FAIRBANKS-MORSE DIESEL	250405	AN/UPX-28 TRANSPONDER
250150	FIBERGLASS/PLASTIC BOAT	250407	NAVSTAR GLOBAL POSITION SYSTEM
250160	HYDRAULICS	250409	AN/SPS-40E MAINT
250170	LEGAL PARAPROFESSIONALS	250410	MAINTENANCE CONTROL AV
250180	LM-100	250411	AN/SPA-25G RADAR
250190	PRATT-WHITNEY MAINT	250413	KG-40 MAINT
250200	QUESTIONED DOCUMENTS	250415	AN/WLR-1G MAINT
250205	MILITARY JUDGE	250417	COMDAC AN/SVD-1/OSS
250210	RCA	250419	COMDAC EMO OPERATOR
250220	SOLAR GAS TURBINE	250420	RADAR COLLISION AVOIDANCE
250230	WOODWARD GOVERNOR MAIN.	250421	COMDAC QM OPERATOR
250240	EMT BASIC CERTIFICATION	250423	NAVY PLOTTER MAINTENANCE
250241	EMT RECERTIFICATION	250425	NAV COLOR PLOTTER OPERATOR
250250	CUMMINS V-903 ENGINE MAIN	250427	MITEL SX-50
250251	AAPA PORT EXEC DEVELOP	250429	BRIDDLE CABLE FAULT
250252	APPLIED PUMP TECHNOLOGY	250430	CCGD12 MARITIME LAW ENFORC

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
250431	TRANSMISSION SEC	250570	VARIOUS ASME SHORT COURSE
250433	COMSEC CADRE	250580	ABS GIFTS WORKSHOP
250435	EMI SURVEY	250590	HAZARDOUS MATERIALS CO
250437	EMI SURVEY (CS401)	250600	SHIPYARD COMPETENT PERSON
250439	NATIONAL COMPUTER SEC	250605	SHIP CHT SYSTEMS
250440	TWIN DISC/POWER TAKE OFF	251500	MK92, GUN FIRE CONTROL
250441	NATIONAL COMPUTER SEC	340010	ACADEMY
250443	FARINON FAS 2000	340020	OFFICER BASIC ATON-D
250445	WRL-1C MAINT	340030	ACFT MAINT OFFICER
250447	TEMPEST BASIC	340040	ASW OFFICER
250449	COMMSTA WATCHSTANDER (SHIPBOAR	340050	AVIATION CADET
250450	LAW ENFORCEMENT SCL	340060	AVIATION MAINT FAM
250451	MICROWAVE SYSTEM 1	340070	AVIATION MEDICINE
250453	MICROWAVE SYSTEM 2	340080	AVIA SUPPLY PROCEDURES
250455	GRANGER MICROWAVE	340090	ARCTIC SURVIVAL
250457	SUPPLY INDOC	340100	C-130 CCTS
250459	SUPPLY AFLOAT INDEPENDENT DUTY	340110	CIC OFFICER
250460	INTRO TO OFFSHORE OPS	340120	AVIATION SAFETY COMMAND COURSE
250461	SK AFLOAT SUPPLY INDEPENDENT D	340130	CRASH SURVIVAL
250463	RECERT TRANS/STORAGE HAZMAT	340140	DAMAGE CONTROL ASSIST
250465	OCEAN TRANS AND MARINE TERMINA	340150	USCG HOUSING OFF COURSE
250467	TRANS MANAGEMENT ADVANCED	340160	DEFENSE INFORMATION SCHOL
250469	SHIP LOADING AND STOWAGE	340170	DEFENSE PROCUREMENT MGMT
250470	OIL SPILL CONFERENCE	340180	DOD COMPUTER INSTITUTE
250471	PHYSICAL DIST AND MANAGEMENT	340190	DIRECT COMMISSION
250473	MILSTAMP/OSD PROCEDURES	340200	DIVING SCHOOLS
250475	HAZ MATERIAL MANAGEMENT COURSE	340210	FIBERGLASS REINFORCED PLASTIC
250477	MILITARY STD TRANS AND MOVEMEN	340220	FLIGHT SAFETY OFFICER (AF)
250479	PROTECTIVE SERVICES	340222	CREW RESOURCE MGMT
250480	HAZARDOUS MATERIALS CO	340223	CRASH SURVIVAL INVEST
250481	LE PHOTOGRAPHY	340224	GAS TURBINE INVESTIGATION
250483	ADV INTERVIEWING	340225	GROUND SAFETY SCHOOL
250485	(DIA) DEFENSE INTELLIGENCE AGE	340226	HAZARDOUS MATERIAL CONTROL
250487	NATIONAL SENIOR INTELLIGENCE	340230	PRIMARY FLIGHT SURGEON
250489	INTEL ANALYST COURSE (IAC)	340240	HH-3F QUALIFICATION
250490	COMMERCIAL DIVING INDO	340250	HH-3F MAINT OFFICER
250493	NATIONAL SYS USER EXECUTIVE CO	340260	HH-3F TRANSITION
250495	BASIC SPECIAL INVESTIGATOR	340270	HH-52 QUALIFICATION
250497	BENEFITS ADVANCED	340280	HH-52A MAINT OFFICER
250499	MEDICAL SUPPLY SPECIALIST	340290	HH-52 TRANSITION
250500	OPERATIVE DENTISTRY(B-6C-1020)	340293	HH-65 RE-QUAL
250502	ORAL PATHOLOGY DIAGNOSIS AND	340295	HH-65 TRANSITION
250504	INFECTION CTRL IN DENTISTRY(B-	340297	HH-60J TRANSITION
250506	OCCUPATIONAL SAFETY AND HEALTH	340298	HH-60J RE-QUAL
250508	CDAR - COMMAND DRUG AND ALCOHO	340299	HH-60J QUALIFICATION
250510	COMMAND EXCEL	340300	OPERATIONAL LAW SEMINAR
250512	HOUSING OFFICER	340310	LORAN PROSPECTIVE CO
250514	INSTRUCIONAL MANAGEMENT	340320	MANAGEMENT, NAVY PX (OFF)
250516	ARMY MASTER FITNESS SCHOOL	340330	MERCHANT MARINE ACADEMY
250518	TRAINING MANAGER	340333	ENVIRONMENTAL HEALTH & SAFETY
250520	GCOS	340340	MILITARY JUSTICE SR OFFICER
250522	TIME SHARING	340347	OOD/JOOD PROCEDURES
250524	CONTINGENCY PREP COMMAND & CON	340350	NATL ACFT ACCIDENT INV.
250526	ENVIRONMENTAL PROTECTION SPECI	340360	NUCLEAR PLANT ENGINEERING
250528	WASTE WATER TREATMENT	340369	SAFETY + OCCUPATIONAL HEALTH
250530	INTRO TO TOWBOAT AND T	340370	OFFICERS CANDIDATE SCHL.
250532	RESERVE OFFICER COMMUNICATION	340380	CG PCO/PXO NON-FLIGHT DECK COU
250533	A/D FOR TRNG RESERVE COXWAINS	340385	MS COMMANDING OFFICER COURSE
250534	SAR PLANNER	340390	CG PCO/PXO MAJOR CUTTER COURSE
250535	MARITIME RCC CONTROLLER	340395	MS EXECUTIVE OFFICER COURSE
250536	PRINCIPLES OF TERROR INTELLIGE	340397	MARINE SAFETY DEPT HEAD
250540	CHEMICAL TANKER SAFETY	340400	PORT PHYSICAL SECURITY MANAGEM
250550	REC HEALTH HAZ(NIOSH 510)	340410	PRATT AND WHITNEY (MK-04)
250551	SAFETY MNGMT AV MAINTENANCE	340420	RAPID READING COURSE
250552	SQUADRON SAFETY OFFICER TRNG	340430	RULES OF THE RD/SHIPNDL
250560	ISA INTRINSIC SAFETY I	340435	OFF SHIPHAND

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
340440	MARITIME SAR PLANNING	340982	OSHA 222A RESPIRATOR PROTECTIO
340450	TEST PILOT	340983	S1032 FUNDAMENTALS
340455	SHIPBOARD/HELO ORIENTATION	340984	OSHA 200 CONSTRUCTION STANDARD
340460	TREASURY LAW ENFORCEMENT	340990	UNIT SAFETY SUPERVISOR
340465	E2C TRANSITION PILOT TRAINING	341000	WELDING ENGINEERING
340470	G1 VC-4 PILOT INITIAL	341010	CERTIFIED WELD INSPECTOR (CWI)
340480	G1 VC-4 PILOT REFRESHER	341020	OFFICER ADV ATON (ANC-OA)
340490	G2 VC-11 PILOT INITIAL	341030	MARINE ENVIROMENT AND SYSTEM
340495	PILOT INTERNATIONAL PROCEDURES AV	341050	ATON MANAGEMENT
340500	G2 VC-11 PILOT REFRESHER	341060	AVIATION MAINT MANAGEMENT
340501	G2 VC11 ADDITIONAL SIMUALTOR	341070	CWO WEPS
340520	WEBB INSTITUTE	341090	BASIC BOARDING OFFICER
340521	PILOT TRAINING MANAGER	341095	BOARDING TEAM MBR
340530	COMSEC MATERIAL SYSTEM	341100	SENIOR OFFICER SAR
340532	COMSEC FAMILIARIZATION	341105	ON SCENE COMMANDER SAR
340540	RADIOGRAPHIC WELDING INSP	341110	BASIC LAW SPECIALIST
340550	JET ENGINE ACCIDENT INV.	341120	CVS INDOCTRINATION
340555	JET ENGINE MISHAP INVESTIGATIO	341130	SOLAM
340555	JET ENGINE MISHAP INVESTIGATIO	341140	JOLAM
340560	D-8 BOARDING OFFICER	341141	INLAND SAR
340570	MARINE ENVIROMENTAL PROT	341142	AUXILIARY SAR
340580	MERCHANT MARINE SAFETY	341150	HEARING OFFICER
340590	ASW WATCH OFFICER	341160	MID-GRADE OFF POLLUTION
340600	ASAC QUALIFICATION	341170	DIVING EQUIP INSPECTN
340610	MARINE SAFETY MGMT SEMNR	341180	LIQUIFIED GAS ADV TRNG.
340620	PROSPECTIVE COMS OFFICER	341190	BOILER SAFETY TRAINING
340630	COMMUNICATIONS OFF AFLOAT	341200	CARGOTHERMAL HEATERS
340631	COMMS OFFICER ASHORE	341210	COMPUTER SHIP DESIGN
340640	ASW TASK GROUP	341220	AIRCRAFT ACCIDENT INVEST.
340650	OPS IN COORDINATED ASW	341221	CRM INST.
340660	COMMAND COURSE IN ASW	341225	AVIATION SAFETY PROG MGT
340670	OFF-LINE CRYPTO PROCEDURE	341226	AVIATION HUMAN FACTORS
340680	HH-52 PROFICIENCY	341227	AVIATION SAFETY OFFICER (NAVY)
340685	HH-60J PROFICIENCY	341228	AVIATION SAFETY COMMAND
340690	HH-3F PROFICIENCY	341229	AVIATION CREW COORDINATION
340695	HH-65 PROFICIENCY	341230	HELO ACCIDENT INVESTIGAT.
340700	MARINE AUTOMATION	341231	ADVANCED CONCEPTS SAFETY
340710	BOATING ACCIDENT INVEST.	341232	ADV SYSTEMS SAFETY TECH
340720	ROADLAM	341235	HUMAN FACTORS HELO ACCIDENT
340730	NBC DEFENSE	341240	C-131 TRANSITION
340740	ALUMINUM WELDING	341250	C-130 PILOT REQUAL/UPGRADE
340750	ANALYTICAL FRACTURE MECH.	341251	C-130 INSTRUCTOR PILOT
340760	AUTOMATED BOILER CONTROL	341252	C130 SCNS
340770	CRYOGENIC ENGINEERING	341260	C-130 SIMULATOR
340780	DESING WELDED STEEL STRU.	341270	AIRCRAFT ACCIDENT PREVENT
340790	ELECTRICAL SAFETY	341271	PHOTOGRAPHY FOR AIRCRAFT ACCID
340800	ELEMENTARY DRILLING TECH.	341280	CRANE INSPECTION/TESTING
340810	F.E.M. ANALYSIS SHIP STRU	341281	HH-52 RE-QUAL
340820	FIRE AND EXPLOSION HAZARDS	341282	HH-3F RE-QUAL
340830	GAS DETECTION INSTRMT	341283	C-130 CP INITIAL QUAL
340840	INDUSTRIAL RADIOGRAPHY	341284	OUTER CONTINENTAL SHELF
340850	INTRO FAULT TREE ANALYSIS	341285	MID-GRADE INSP HEAD
340860	MS INVESTIGATING OFFICER (IO)	341286	SENIOR OFFICER MLE
340865	DYNAMICS OF INTERNATIONAL TERR	341287	HH-65 RE-QUAL
340870	LIQUIFIED GAS CARRIER	341288	HH-65 INSTRUCTOR PILOT
340880	MAG PARTICLE AND LIQUID	341290	MLE SENIOR OFFICER CRSE.
340900	NONDESTRUCTIVE TESTING (NDT)	341291	MLE INSTRUCTOR
340910	PETROLEUM TANKSHIP OPS	341300	MILITARY JUSTICE FOR SENIO
340920	INDUSTRIAL TOXICOLOGY	341320	DEFENSE INVENTORY MANAGEME
340930	PRODUCTION WELDING	341330	GUNNERY OFFICER
340940	INTRO TO OFFSHORE OPS	341340	FFG7 WEAPONS OFFICER
340950	STRUCTURES IN THE OCEAN	341350	FFG7 PCO/PXO BRIEFING
340960	SUBMARINE DESIGN	341360	EW OFFICER SURFACE
340970	SYSTEM SAFETY	341370	OFFICER PRACTICAL SHIP
340980	SYSTEMS MGMT OF RISK	341380	TACTICAL ACTION OFFICE
340981	ASBESTOS HAZARDS AND CONTROL	341390	SHIPBOARD HELICOOPER OP

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
341400	CIVILIAN PERSONNEL MGM	351060	HOSPITAL ADMINISTRATION
341410	MARINE SAFETY SR OFF	351070	HUMANITIES
341420	MID-GRADE PERS DEPT HD	351090	INDUSTRIAL
350010	AIR WAR COLLEGE, MAXWELL AFB,	351100	LAW MANAGEMENT, COMPUTER SYSTE
350020	ARMED FORCES STAFF COLLEGE NOR	351110	MANAGEMENT, ECONOMICS
350030	INDUSTRIAL COLLEGE OF THE ARME	351120	MGMT AND INDUSTRY MANAGEMENT
350040	NATIONAL WAR COLLEGE, WASHINGT	351130	MARINE TRANSPORTATION
350050	NAVAL WAR COLLEGE, NEWPORT RI	351140	MATHEMATICS
350060	ADV ELEC TECH AT RCA INSTITUTE	351150	MERCHANT MARINE INDUSTRY
350070	ADV ELEC TECH AT DEVRY INST, A	351160	NAVAL ENGINEERING
350080	ADV ELEC TEC MILWAUKEE	351170	OCEANOGRAPHY
350090	ADV ELEC TECH AT NORTHRUP INST	351180	OCEAN ENGINEERING
350100	ADV ELEC TECH AT OKLA STATE UN	351190	OPERATIONS RESEARCH/SYSTEMS
350110	ADV ELEC TECH/S. TECH INST, MA	351200	PERSONNEL ADMINISTRATION MANAG
350120	ADV ELEC TECH AT WENTWORTH INS	351210	PUBLIC ADMINISTRATION
350130	AEROSPACE AND MECH ENG W. P. A	351220	PUBLIC MANAGEMENT
350135	THESIS RESEARCH AERONAUTICAL E	351230	QUANTITATIVE ANALYSIS MANAGEME
350140	AIRCRAFT MAINT CHANUTE AFB IL	351240	RPA MANAGEMENT
350150	AVI ENGINEERING ADMIN PURDUE U	351250	SCIENCE
350160	CHEMICAL ENG UNIV OF MD	351255	READINESS CONTINGENCY PLANNERS
350170	CHEMICAL ENGINEERING UNIV OF M	351256	HAZMAT/WASTE SPILL PREVENTION
350180	CIV ENG UNIV ILLINOIS	351257	HAZARDOUS MATERIAL HANDLING AN
350190	COMMS ENG/MGT MONTEREY	351258	TREATMENT TECH. FOR SUPERFUND(
350200	ELEC ENGINEER UNIV OF MI	351259	UNIT SAFETY
350210	ELEC ENGINEER, MASS INS CAMBRI	351260	MAKO COMPRESSOR REPAIR
350220	ELEC ENG PURDUE	351261	BAUER COMPRESSOR REPAIR
350230	ELEC ENGINEER USAFB MONTEREY C	351262	SURVIVAL REGULATOR
350250	ENGINEER PHYSICS, UNIV OF ROCH	351263	GAS CARRIER INSPECTOR (GAS)
350260	FINANCIAL MANAGEMENT GEORGE WA	351264	BIOENVIRONMENTAL ENGINEERING
350270	HOSP ADMIN USN HOSP BETHESDA M	351265	ENVIROMENTAL RISK
350280	HUMANITIES, WESLEYAN UNIV/ CT	351266	ENVIROMENTAL REGULATIONS
350290	LAW GENERAL	351267	MS HAZARDOUS CHEMICAL
350300	LAW CATH UNIV WASH DC	351268	OCEANOCRAPHIC TECHNICIANS
350310	LAW GEORGETOWN UNIV WASH DC	351269	CONTINGENCY PREP COMMAND & STA
350320	LAW GEORGE WASH UNIV WASH DC	351270	ICE OBSERVATION "C"
350330	LAW UNIV OF MIAMI CORAL GABLES	351271	UYK-7/DEAC-D
350340	LAW WILL + MARY WILLIAMSBURG V	351272	AN/SWG-1A HARPOON WEAPONS SYST
350350	MNGMT, GENERAL	351273	SONAR RANGE PREDICTION
350360	MNGMT, COMPUTER SYS MONTEREY C	351274	ADVANCED ACCOUSTIC ANALYSIS
350370	MNGMT ECONOMICS MONTEREY CA	351276	MINE WARFARE FAMILIARIZATION
350380	MNGMT FINANCE MONTEREY CA	351277	MINING OPERATION
350390	MNGMT PERSONNEL ADMIN MONTEREY	351278	MINE WARFARE TACTICS
350400	MNGMT QUANTITIVE ANAL MONTEREY	351279	INTRO MINE COUNTERMEASURES
350410	MNGMT RPA MONTEREY CA	351280	MINE PLANS AND OPS
350420	MNGMT INDUSTRIAL ENGIN TROY NY	351281	25MM GUN MK-38, MOD-O OPS AND
350430	MARINE TRANSPORTATION CAMBRIDG	351282	GRAM ANALYSIS REFRESHER
350440	MATH TROY NY	351283	HARPOON COMMAND
350450	MERCHANT MARINE INDUSTRY	351284	SHIPBOARD INTEL
350460	NAVAL ENGINEERING UNIV OF MI	399100	VTS COURSE TRAINING
350470	NAVAL ENGINEERING CAMBRIDGE MA	400000	COMDAC BASIC OPERATOR
350480	OCEAN ENGINEERING KINGSTON RI	400005	TRAINING TEAM
350490	OCEANOGRAPHY TALLAHASSEE FL	400010	HFDL MAINT
350500	OCEANOGRAPHY MONTEREY CA	400015	TEMPEST MODEL 40 TTY
350510	OCEANOGRAPHY SEATTLE WA	400020	MITEL SX 10/20
350520	OPS RESEARCH/SYS ANAL MONTERE	400025	PULSE 120
350530	PUBLIC ADMIN (DC, SYRACUSE NY)	400030	RADIOMAN C-7
350540	PUBLIC ADMIN PITTSBURG PA	400040	TEMPEST SYS INSTAL (SFI)
350550	PUBLIC MNGMT TROY NY	400041	TEMPEST CRITERIA FOR FACILITY
350560	SCIENCE STORIS CT	400045	TEMPEST FUNDAMENTALS
350570	ADV ELECTRONICS TECH OREGON	400046	SHORE TEMPEST INSPECTOR
351000	ADVANCED ELECTRONICS	400047	OPS SECURITY (OPSEC) CCX-320
351010	ADVANCED ENGINEERING	400048	HPL OPR AND PROG-CSE 98524X C
351020	ADVANCED MAINTENANCE	400055	COMDAC BASIC MAINT
351030	AIR WAR COLLEGE	400060	COURSE DESIGNER
351040	ENGINEERING PHYSICS	400061	PUBLIC QTRS/FLAG
351050	FINANCIAL MANAGEMENT	400065	COMDAC CIC WATCHSTANDER

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
400070	PORT PHYSICAL SECURITY PRACTIC	400346	MAGAZINE SPRINKLER SYSTEM
400090	ADVANCE MARINE FIREFIGHTING (A	400347	FIELD TECHNICAL AUTHORITY
400110	BASIC PROCUREMENT	400348	SHIPBOARD TEMPEST
400120	COST AND PRICE ANALYSIS	400349	CRISIS MANAGEMENT
400125	FEDERAL CONTRACT LAWS AND REGS	400350	FLAG WARFARE SKILLS
400130	CONTRACT ADMINISTRATION	400351	PERSONNEL SECURITY INVESTIGATI
400135	CIVIL ENG OFFICERS COURSE	400352	INTRUSION DETECTION SYSTEM MAN
400140	GLIDE SLOPE IND MAINT	400353	INTERNAL AFFAIRS INVESTIGATION
400141	DESIGN OF STEEL STRUCTURES	400354	COMPLEX CRIMINOLOGY
400155	OSHA 601 OCCUPATIONAL SAFETY A	400355	CHILD ABUSE + EXPLOITATION
400160	TRUCK DRIVER COURSE	400357	JOINT INTELLIGENCE COURSE (JIC
400165	DEFENSE SYS MNGT COLLEGE	400358	INTEL SUPPORT TRAINING (CNISTC
400170	COMDAC SYS OVERVIEW	400359	MID EAST COURSE
400175	P-250 MOD-1 FIRE PUMP OPERATIO	400360	INTEL COLLECT MANAGEMENT COURS
400180	CONTINGENCY PREP DELIB PLANNER	400361	NSA ED-101
400185	MITEL SX 200	400362	FOREIGN LANGUAGE TRAINING
400190	COMDAC CO/XO OVERVIEW	400363	HAZARDOUS MATERIAL TRNG
400200	RADAR BS	400364	PRINCIPLES OF TOXICOLOGY
400205	110 WPB CATAPILLER MK-31	400365	MOTORCYCLE SAFETY WORKSHOP
400210	110 WPB ELECTRICAL EM-32	400366	SAFETY SUPERVISOR
400256	INDSEC BASIC	400367	CIPD
400300	JP-5 SHIPBOARD ENGINEERING FUE	400368	EFFECT INST
400301	USAF SEN NCO ACADEMY	400369	INDUSTRIAL HYGIENE SAMPLING ST
400302	USN SEN ENL ACADEMY	400370	HAZMAT HANDLING AND DISPOSAL
400303	ARMY SGT MAJ ACADEMY	400371	CLINIC MANAGEMENT
400304	AN/WLR-1 OPERATOR	400372	PYA CERTIFY
400305	EW WATCH OFF/SUPERVISOR	400373	OPER AEROMED
400306	TEMPEST OFFICER	400374	US ARMY FLIGHT SURGEON SCHOOL
400307	COMBAT TERRORISM ON MILTRY INS	400375	MED TRNG PRG
400308	FARION FAS-2000 MAINTENACE	400376	MILSTRIP
400309	MICROWAVE SYSTEMS	400377	LUF3 TRAINING
400310	INTEL MGMT	400378	GRANGER 6010
400311	EQUAL OPPORT STAFF ADVISOR COU	400379	SPECIAL MODULE RM "A" SCHOOL
400312	BASIC DIVE OFFICER	400380	SPECIAL MODULE ET "A" SCHOOL
400313	INTRO TO COORDINATED ASW	400381	CO/PXO ASHORE
400314	NATIONAL COMMS SECURITY	400382	TEMPEST SFD
400315	SSAMPS ADMINISTRATOR	400383	SX200 /1002
400316	PCO/PXO SHIPHANDLING	400384	SX-200/1003
400318	CONTINGENCY PREP EXERCISE PLAN	400385	EXPORTABLE SAR
400319	RSM FOR CGSW	400386	AIMS MK12 IFF
400320	WLR-1 ESM OPERATOR	400387	FREIGHT TRAFFIC
400321	MERCHANT MARINE INDUSTRY TRNG	400388	DEF INVENTORY MANAGEMENT
400322	PORT SAFETY INDUSTRY TRNG	400389	HOSTAGE NEGOTIATIONS
400323	MITEL SX 50	400390	PROTECTIVE SERVICES TRAINING
400324	SURFACE SWIMMER	400391	SPECIAL REACTION TEAM
400325	ADV FRAUD INVESTIGATION	400392	PHYSICAL THERAPY SPECIALIST
400326	PHOTO JOURNALISM (BASIC)	400393	SYS SUPPORT & TEST EQUIP
400327	MEDICAL EQUIP REPAIR UNIT LEVE	400394	DIVE MEDICAL TECHNICIAN
400328	MEDICAL EQUIP REPAIR ADV	400395	SHIPBOARD GUAGE CALIBRATION OP
400329	PREV DENTISTRY SPECIALTY	400396	EW WATCH (SUPERVISOR)
400330	DENTAL SPECIALIST	400397	ADV MULTI-THREAT TEAM TRAINER
400331	FOOD SERVICE SANITATION INSTRU	400398	SHIPBOARD AIRCRAFT FIREFIGHTIN
400332	DEFENSE REUTILIZATION/MARKETIN	400399	AIR DIRECTION CONTROLLER
400333	INT LOGISTICS SUPPORT (ADVANCE	400400	BASIC BOAT COXSWAIN
400334	COTR (ARMY)	400401	SHIPBOARD FIREFIGHTING TEAM TR
400335	ARMY PROVISIONING PROCESS	400402	HARPOON HANDLING TEAM TRAINING
400336	PUBLIC QUARTERS MANAGEMENT	400403	ASWC PLANS/OPS
400337	ROICC OFFICE MGMT.	400404	SHIP SALVAGE DIVE OFFICER
400338	PUBLIC WORKS MANAGEMENT	400405	SR ENLISTED DC TRAINING
400339	WORK STATEMENT REVIEW	400406	SHIP HELO FIREFIGHTING
400340	OCCUPATIONAL RESPIRATORY PROTE	400408	NAUTEL NX SERIES RADIOBEACON
400341	ACCIDENT INVESTIGATIONS	400409	VIDEOTEX B FOG DETECTOR (
400342	HM HW COORD	400410	CATERPILLAR 3500 DIESEL ENGINE
400343	BASIC CN INTEL COURSE (COUNTER	400411	GM "A" PHASE II
400344	SCI ADMIN/PS	400412	MK-92 FIRE CONTROL SYS
400345	QM REFRESHER	400413	NAVMACS V2 MAINT



## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
400414	AN/UYK-7	400479	T-BOAT STRUCTURAL PLAN REVIEW
400415	TSEC/KG-84A	400480	MSIS MIN MODULE COURSE (MIN)
400416	OJ/172/UYK IN/OUT	400481	POLLUTION FUND
400417	SPANISH LANGUAGE TRAINING	400482	FIRE LIASON
400418	RAPID RADAR PLOTTING	400483	CWO INDOCTRINATION COURSE
400419	110 WPB PAXMAN MK-30	500000	JEFF
400420	RAYCAS	500001	MASON. STRUCT. DES.
400421	SCI SHPHNDLG	500002	CME DENTAL OFFICER
400422	OFF PRC SPHD	500003	USCG INTRO INTEL
400423	P-250 MOD-1 FIRE PUMP OPERATIO	500004	SENIOR INTEL ORIENTATION COURS
400424	EMT BETHESDA	500005	COLLATERAL DUTY INTEL COURSE
400425	LAW OF MIL. OPS SEMINAR	500006	SERVICE CONTRACT ADMINISTRATIO
400426	SS BAKER'S TRAINING-D	500007	SPECIFICATION DEVELOPMENT
400426	ENVIRONMENTAL PROTECTION	500008	COTR TRAINING
400427	EXECUTIVE SEMINAR	500009	PP505 POLITICAL MILITARY AFFAI
400428	ECONOMIC ANALYSIS	500010	AR230 LATIN AMERICA
400429	FACILITIES PLANNER	500011	AR210 AFRICA, SUB SAHARA
400430	FACILITIES SUPPORT CONTRACTS M	500012	AR240 NEAR EAST/N. AFRICA
400431	CONSTRUCTION COST ESTIMATING	500013	OUTBOARD MOTOR - COMPREHENSIVE
400432	CONTRACT PREPARATION AND MANAG	500014	OUTBOARD MOTOR - SYSTEMS
400433	ROOF DESIGN AND MANAGEMENT	500015	CROSS CULTURE COURSE
400434	AIRFIELD PAVEMENT ENGINEERING	500016	INTAC
400435	HAZARDOUS WASTE MANAGEMENT	500017	NEGOTIATION ART&SKILLS
400436	ENVIRONMENTAL PROTECTION COMMI	500018	OPS ANALYSIS PROGRAM RESEARCH
400437	CADD SYSTEMS	500019	HAZARDOUS MATERIALS
400438	HVAC CONTROL SYSTEMS	500019	BASIC PROCUREMENT
400439	FIRE PROTECTION MGMT APPLICATI	500020	HARVARD NAT'L SECURITY FELLOW
400440	ARCHITECTURAL PLANNING	500021	CPM WORKSHOP/SEMINAR
400441	TEMPEST/HEMP SHIELDING DESIGN	500022	FACILITIES PLANNER
400442	CONCRETE INSPECTION	500023	FAC SUPRT CONTRACT/HSE MGRS(A-
400443	CONCRETE MAINTENANCE AND REPAI	500024	CONTRACT NEGOTIATIONS WORKSHOP
400444	FLEXIBLE PAVEMENT INSPECTION	500025	CONTRACT. OFF TECH REP
400445	MECHANICAL INSPECTION	500026	ARCHITECT-ENGINEER CONT MGMT
400446	GENERAL INSPECTION	500028	ENVIRONMENTAL REGULATIONS
400447	INSPECTION OF FACILITIES	500029	FACILITIES SUPPORT CONTR
400448	INTRO TO CONTRACT MANAGEMENT	500030	ROOFING TECHNOLOGY
400449	CONTRACT NEGOTIATING	500031	II FACILITIES SUPPORT CONTR
400450	CONTRACTING OFFICER REP	500032	ADV CONTRACT MANAGEMENT
400451	ESTIMATING FOR CONSTRUCTION MO	500033	NATIONAL ELECTRIC CODE
400452	SPECIFIC WRITING FOR CONSTRUCT	500034	ENVIRO LAWS + REGS
400453	ELECTRICAL INSPECTION	500035	VALUE ENGINEERING
400454	ENVIRONMENTAL LAWS AND REGULAT	500036	CONCRETE MAINTENANCE REPAIR
400455	INSTALL REAL PROPERTY MGMT-DEH	500037	NEGOTIATION BARGAIN + DISP
400456	PAVEMENT DESIGN AND CONSTRUCTI	500038	CONCRETE INSP + REPAIR
400457	REAL ESTATE ACQUISITION	500039	MECHANICAL INSPECTION
400458	ROOFING MANAGEMENT	500040	CONTRACT C + P
400459	VALUE ENGINEERING	500041	INSPECTION OF FACILITIES
400460	GROUND WATER HYDROLOGY	500042	PAVEMENT DESIGN + CONSTR
400461	GROUND WATER QUALITY	500043	HAZ WASTE MANAGEMENT
400462	DEA BASIC DRUG TESTING	500044	EFFECTIVE CADD MGMT.
400463	MED SERVICE TECH INDEPENDENT D	500045	FIRE PROTECTION MANAGEMENT
400464	ASAC REFRESHER	500046	CONTR PRICING, PRINCIPLES OF
400465	SAS/EAP	500047	ENVIRONMENTAL COMPLIANCE
400466	AEGIS OFFICER CONSOLE OPERATOR	500048	ENVIRONMENT COMPLIANCE/FEDERAL
400467	NUCLEAR WEAPONS PROCEDURES SUP	500049	RISK ASSESMENT FOR ENVIRONMEN
400468	PHYSICAL FITNESS WORKSHOP	500050	GOVERNMENT CONTRACT LAW
400469	CR/HRA SEXUAL HARRASSMENT PREV	500051	RBASE 1 TRAINING
400470	CR/HRA ORIENTATION	500052	PROGRESS
400471	CR/HRA BASIC AWARENESS (2HR)	500053	CIVIL ENGINEERING MANAGEMENT C
400472	CR/HRA COMMUNICATIONS	500054	ECV WORKSHOP/SEMINAR
400473	MK38 25MM MACHINE GUN	500055	REFRESHER PACKAGING OF HAZMAT
400474	SCIF PHYSICAL SECURITY COURSE	500056	DEFENSE PACKAGING OF HAZMAT FO
400475	OIL SPILL CONTROL	500057	BASIC INTEGRATED LOGISTICS SUP
400476	VAPOR CONTROL SYSTEM (VCS)	500058	ADVANCED INTEGRATED LOGISTICS
400477	SEAMAN'S DOCUMENTS + LICENSING	500059	CONFIG MAN + ALLOWANCE DOC USE
400478	CHIEF INSPECTION DEPARTMENT CO	500060	PERSONAL PROPERTY UTILIZATION

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
500061	PROVISIONING MANAGEMENT	500128	C-130 HAZMAT AIRLIFT
500062	PERSONAL PROPERTY UTILIZATION	500129	(OFT) E2C PROFICIENCY
500063	HAZMAT COMPLIANCE + ENFORCEMEN	500130	(WST) E2C PROFICIENCY
500064	TRANS DOC - PREPARE GBL + CBL	500131	E2C FO REFRESHER
500065	COMBAT CASUALTY CARE	500132	E2C FLT TECH
500066	PHARMACY STERILE PRODUCTS	500133	ACFT TRANSITION
500067	DENTAL REPAIR SPECIALIST	500134	NTCS-A DATABASE MANAGER
500068	SURFACE FORCE INDEP DUTY CORPS	500135	NTCS-A OPERATOR
500069	X-RAY TECH ADV	500136	NTCS-A WATCH OFFICER
500070	HS SHIPBOARD TRAINING	500137	WORKSHOP/SEMINAR
500071	EMT INSTRUCTOR	500138	50CAL MACHINE GUN
500072	(CME) CONTINUING MEDICAL EDUCA	500139	STAFF TACTICAL WATCH OFFICER
500073	AEROSPACE MEDICAL TECH	500140	CANADIAN WAR ADV.
500074	AEROSPACE MEDICINE PRIMARY	500141	ADV CT ANALYSIS (COUNTERTERROR
500075	DENTAL WORKSHOP/SEMINAR	500142	CT ANALYSIS (COUNTERTERRORISM)
500076	MEDICAL WORKSHOP/SEMINAR	500143	CN INTEL SUPPORT TRNG (COUNTER
500077	PHS ORIENTATION	500144	FINANCIAL MGNT OF INTELLIGENCE
500078	CME MEDICAL OFFICER	500145	INDICATION + WARNINGS COURSE
500079	CME PYA	500146	BASIC CG INTELLIGENCE
500080	CME QUALITY ASSURANCE	500147	OIN WORKSHOP/SEMINAR
500081	RUTGERS ALCOHOL STUDIES	500148	LAW ENFORCEMENT SPANISH
500082	COMPETENT PERSON COURSE	500149	DOD SECURITY SPECIALIST
500083	INDUSTRIAL NOISE	500150	SECURITY EVALUATION PROCEDURES
500084	PROCEDURES FOR ASBESTOS CONTRO	500151	ADV PHYSICAL SECURITY TRNG
500085	FUNDAMENTALS OF INDUSTRIAL VEN	500152	SECURITY FORCE TRAINING
500086	AMERICAN SOCIETY OF SAFETY ENG	500153	COMBATting TERRORISM
500087	OSHA/FED.AGENCIES	500154	BASIC CRIME PREVENTION
500088	SAFETY SUPERVISORS COURSE	500155	GSA SECURITY CONTAINER TRNG
500089	COMMAND LEVEL SAFETY MGMT COUR	500156	(SSAA) SEC, SUITABILITY, ADJUD
500090	HAZMAT WASTE MANAGEMENT	500157	PERSONNEL SEC ADJUDICATIONS
500092	HAZMAT COMPLIANCE AND ENFORCEM	500158	OPSEC
500093	FIRE PROTECTION AND LIFE SAFET	500159	SECURITY BRIEFERS
500094	CRANES + MATERIALS HANDLING FO	500160	ADVANCED DRUG TRAINING
500095	PRINCIPLES OF INDUSTRIAL VENTI	500161	FINANCIAL FRAUD INVESTIGATIONS
500096	CONFINED SPACE ENTRY	500162	SEXUAL ASSAULT INVESTIGATIONS
500097	APPLIED WELDING PRINCIPLES	500163	INFORMANT DEVELOPMENT
500098	NFPA 101, LIFE SAFETY CODE	500164	REPORT WRITING
500099	CALIFORNIA LEADING ADVANCED SA	500165	ARSON INVESTIGATION
500100	INTRO, INDUST HYGIENE FOR SAFE	500166	HOMICIDE INVESTIGATION
500101	BRIDGE RESOURCE MGMT	500167	ORGANIZED CRIME INVESTIGATION
500102	COMMAND LEVEL SAFETY MGMT	500168	SURVEILLANCE TECHNIQUES
500103	HUMAN ERROR ACCIDENT REDUCTION	500169	UNDERCOVER OPERATIONS
500104	(VAI) VESSEL ACCIDENT INVESTIG	500170	TECHNICAL EQUIPMENT TRNG
500105	(LCM) S/B LOSS CONTROL MGMT	500171	OFFICER SAFETY + SURVIVAL
500106	KSE WORKSHOP - PART 1	500172	FIREARMS INSTRUCTOR TRNG
500107	KSE WORKSHOP - PART 2	500173	ENVIR CRIMES INV
500108	KSE WORKSHOP - PART 3	500174	LE WORKSHOP/SEMINAR
500109	KSE WORKSHOP - PART 4	500175	LAND SURVIVAL TRAINING
500110	JTA-XO AFLOAT DUTIES	500176	EMT TRAINING/CERTIFICATION
500111	KSE WORKSHOP/SEMINAR	500177	TOTAL IMMERSION SPANISH LANGUA
500112	COMMS FOR AVIATION MGMT	500178	SPANISH LANGUAGE JTA
500113	LAW WORKSHOP/SEMINAR	500179	ADV FOOD PREPARATION
500114	FED EMPLOYEE + LABOR RELATIONS	500180	DANTES PROGRAM
500115	ENVIRONMENTAL LAW	500181	SS REVIEW BOARD
500116	AF LAW OFFICE MANAGER	500182	CAPSTONE
500117	LEGAL CLERK/COURT REPORTER	500184	FLAGQUARTERS
500118	STAFF JUDGE ADVOCATE	500185	JOINT PLANNING + EXECUTION COU
500119	INTL OPERATIONS LAW	500186	JOPS III USER
500120	PARALEGAL ADV LAW	500187	JOINT C3 STAFF AND OPERATIONS
500121	TRIAL AND DEFENSE ADVOCACY	500188	STAFF NAVAL CONTROL OF SHIPPIN
500122	MIL JUDGE	500189	(JPOC) JOINT PLANNING ORIENTAT
500123	MARINE SURVEYING	500190	JOINT STAFF AOOP
500124	REC BOAT STANDARDS INSPECTOR	500191	DOD EMERGENCY PREP CSE
500125	DIVER REQUALIFICATION	500192	WORKSHOP/SEMINAR
500126	OFFICER IN CHARGE ATON TEAM	500193	BASIC NAVAL CONTROL OF SHIPPIN
500127	MASTER FITNESS TRAINER	500194	WWS SECURITY SOFTWARE

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
500195	WIS WORKSTATION FAMILIZATION	500263	ATF-3 ADVANCED TROUBLESHOOTING
500196	SURFACE COMSEC SYS MAINT	500264	BUILDING SYSTEMS
500197	JOTS II MAINT	500265	GROUNDWATER INVESTIGATION
500197	OUTBOARD MOTOR COURSE	500266	AN/WLR-1H MAINT
500199	EMT RECERTIFICATION	500267	BASIC PROCUREMENT/SM. PURCH.
500201	CR/HRA BASIC HUMAN AWARENESS	500269	SCI CONTROL OFFICERS COURSE
500202	TQM COORDINATOR/SENIOR MANAGER	500271	PROSPECTIVE CO FAMILIARIZATION
500203	TQM FACILITATOR P	500272	ENVIRONMENTAL OFFICER
500204	REMODELING COST ESTIMATION	500273	TRANSPORTATION MGMT
500205	SPECIFICATION WRITING	500274	MULTI MEDIA ENV. COMPLIANCE
500206	SMALL CUTTER DAMAGE CONTROL	500275	COASTAL ENGINEERING
500207	PREVENTIVE MEDICINE TECH	500276	NETWORK ANALYSIS
500208	FLIGHT SURGEON (ARMY)	500277	COMMANDERS ENVIRONMENTAL MANAG
500209	LAB SPECIALIST ADV	500278	ENVIRONMENTAL CONTRACTING
500210	PREVENTIVE MEDICINE TECH	500279	HVAC DESIGN
500211	AVIATION MEDICINE PRIMARY-D	500280	INTRO TO ENV MGMT
500212	CME MEDICAL ADMIN OFFICER	500281	CONSTRUCTION COST ESTIMATION
500213	CME OPTOMETRIST	500282	ADVANCED CEDS/CADD MGMT
500214	CME PHARMACIST	500283	SENIOR CE MGMT
500215	CME PHYSICAL THERAPY	500284	AVIATION SAFETY MANAGER
500216	CG FLT SURG REFRESHER	500285	CFVIS CURRICULUM DEVELOPMENT
500217	REPRODUCTIVE COUNSELOR	500286	PROPERTY MGMT FOR CUSTODIAL OF
500218	HS/HSEEP	500287	AN/WLR-1C
500219	WELLNESS PROGRAM SPECIALIST	500288	ET INDOCTRINATION FOR ST'S
500220	LAW OF WAR WORKSHOP	500289	FLAG CAREER TRANSITION COURSE
500221	LEGAL NCO COURSE	500290	LANGUAGE TRNG CREOLE
500222	GOVT CONTRACT LAW SYMPOSIUM	500291	ALLIED VISUAL COMMUNICATIONS
500223	GOVT MATERIAL ACQUISITIONS	500292	BASIC SMALL PURCHASE
500224	FEDERAL LABOR RELATIONS	500293	JOB AIDS WORKSHOP
500225	LEGAL ADMIN COURSE	500294	EW TECH CV/CVN OPERATIONS
500226	RIVER TENDER COURSE	500296	MILITARY JUDGES SEMINAR
500227	RANGER SKILLS PROGRAM	500297	HELO SLING OPERATIONS
500228	SPANISH LANGUAGE TRAINING	500298	SMALL PURCHASE REF
500229	DAMA MAINT	500299	FACILITIES EVAL
500230	SB-4229/SP RADAR SWBD	500300	DRUG AND ALCOHOL COUNSELOR COU
500231	JMCIS MAINTENANCE	500301	JTA SENIOR INSPECTION DEPARTME
500232	JMCIS FORCE LEVEL	500302	USAF TMS TRAINING
500233	INSTALLATION CONTRACTING	500303	CWO INDOCTRINATION/TRANSITION
500234	BASIC PROCUREMENT FRAUD COURSE	500304	COMMERCIAL FISHING VESSEL EXAM
500235	WIN USER ORIENTATION	500305	MARINE ENVIRONMENTAL PROTECTIO
500237	WWMCCS ADP SYSTEM SECURITY	500306	INFORMATION SYSTEMS OFFICER
500238	WWS SECURITY SOFTWARE	500307	WWMCCS GCOS TIMESHARING UTILIZ
500239	JOPEs COMMANDS	500308	WWMCCS GCOS TIMESHARING UTILIZ
500240	BASIC TIME SHARING/JCL	500309	WWMCCS BASIC TSS/JCL
500241	UNIX	500310	ECONOMIC ANALYSIS
500242	ORACLE	500311	ELECT PWR SYS
500243	MENTOR TRAINING	500312	SAO TRAINING
500244	INTERNATIONAL AIRPORT SAFETY M	500313	RATING/QUALS REVIEW
500245	AIRCRAFT CRASH MANAGEMENT	500314	FLOATING STRUCTURES DESIGN
500246	G4 AVIONICS/ELECTRICAL	500315	MASTER PLANNING
500247	CONTRACT MANAGEMENT	500316	CONFINED SPACE ENTRY GAS FREE
500248	ADVANCED ANALOG ELECTRONIC LOG	500317	PASSENGER VESSEL CONTROL VERTI
500249	ADVANCED DIGITAL ELECTRONIC TE	500318	BLOCK I FACTORY SCHOOL
500250	DENTAL TECHNICIAN "A" SCHOOL	500319	PROPERTY MANAGEMENT TRAINING
500251	JOINT MARITIME INFORMATION ELE	500320	COMMERCIAL FISHING VESSEL EXAM
500252	UNIFIED BUILD USER	500321	INTRO TO AUTOCAD
500253	ENVIRONMENTAL RESTORATION PROJ	500322	CIWS MK-15 FACTORY
500254	CENTRALIZED SHIPBOARD SUPPLY	500323	LUFs BASIC COURSE
500255	T700 MANAGER	500324	NICAD BATTERY MAINTENANCE
500256	AIR DIRECTION CONTROLLER	500325	ENVIRONMENTAL CRIME INVESTIGAT
500257	HS RATING REVIEW	500326	REGIONAL EXAM CENTERS
500258	INTRO TO FED PROJ/HIST PRES	500327	ADVANCED CADD
500259	T700	500328	ENV LAW/NON LAW
500260	FOREIGN SERVICE INSTITUTE	500329	STRESS MANAGEMENT
500261	CODAP JOB TASK ANALYSIS	500330	TIME MANAGMENT
500262	CORROSION CONTROL	500331	PROGRAM MANAGERS COURSE

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
500332	TRANSPORTATION OF HAZMAT-HM001	500398	FSO QUAL (TSI)
500333	TRANSPORTATION OF HAZMAT-EASY	500399	110 C WPB CONSOLE TRG VALIDATI
500334	PORT SECURITY TRNG RESERVE	500400	EMT ADVANCED
500335	RESERVE ENLISTED BASIC INDOC	500401	SHF JP FUL SYS PDV
500336	RESERVE OFFICER CANDIDATE INDO	500402	UNDERSTANDING CONGRESS
500337	RESERVE OLAM	500403	RESEARCH WORKSHOP ON CONG. DOC
500338	RESERVE SPOLAM	500404	STRATEGIES FOR WORKING W/CONG.
500339	SMALL BOAT CREWMEMBER	500405	CONGRESS & THE LEGISLATIVE PRO
500340	SMALL BOAT ENGINEER	500406	ADVANCED LEGISLATIVE SERIES
500341	STOREKEEPER BASIC	500407	UNDERSTANDING CONG. BUDGETING
500342	YEOMAN BASIC	500408	HOW TO MONITOR CONG. APPROPRIA
500343	DAMAGE CONTROLLMAN ADVANCED	500409	ENVIRONMENTAL REGULATION COURSE
500344	ELECTRICIAN'S MATE ADVANCED	500410	PERSONAL LIABILITY OF THE FED.
500345	EXPLOSIVES HANDLING SUPERVISOR	500411	CONGRESS AND MONEY
500346	NAV/SR QM REFRESHER	500412	MAPPING FUNDAMENTALS (ATLAS PR
500347	NAV CEL REVIEW	500413	ETHICS CORPS TRAINING
500348	ADVANCED ENVIRONMENTAL LAW COU	500414	LUFBS BASIC TRAINING
500349	ENVIRONMENTAL LAW UPDATE COURSE	500415	STATEMENT OF WORK PREPARATION
500350	ADVANCED ENVIRONMENTAL COURSE	500416	THESIS VALIDATION
500351	TQM COORDINATOR/SENIOR MGR	500417	CIVILIAN ORIENTATION PROGRAM
500352	JTA/CIRICULUM REVIEW P	500418	CIV. PERS. MGT. FOR SR. MGRS.
500353	EMERALD SYSTEM TRAINING	500419	SEMINAR ON CG CIV. PERF/APPR/S
500354	AD COUNTERTERRORISM ANALYSIS	500420	CAREER ENRICHMENT SEMINAR
500355	SPAN TRANSCRIPTION & ANALYSIS	500421	ICAF
500356	COMPUTER AUTO MGMT SYS LOGIC &	500422	NAVAL WAR COLLEGE
500357	ANALYTICAL THINKING & PREP	500423	SUP. TRNG. FOR NAF SUPS.
500358	PERSONAL PROP UTIL & DON	500424	SUCCESSFULLY MNG. EMPL. PERF.
500359	DEF BASIC PRESER&PACKAGE	500425	INFORMAL DISPUTE RESOLUTION
500360	DEF MARK FOR SHIP&STORE	500426	CASE PREP./PRES. BEFORE MSPB
500361	HAZARDOUS MATLS HANDLING	500427	DOT FELLOWS
500362	INSTALLATION TRAFFIC MGMT	500428	OPM MGT. DEVE. CENTER PROGRAM
500363	UTILIZ/DISP REAL PROP	500429	EXECUTIVE DEVELOPMENT SEMINAR
500364	CONTRACTING FOR CE	500430	SEMINAR FOR NEW MANAGERS
500365	CHIEF, PORT OPER DEPT-D	500431	MANAGEMENT DEVELOPMENT SEMINAR
500366	FIRE LIAISON	500432	FEDERAL EXECUTIVE INSTITUTE
500367	POLLUTION FUND	500433	PROGRAM 199
500368	FISHING VESSEL EXAMINER	500434	PROGRAM 201
500369	PASSENGER VESSEL CONTROL VERIF	500435	PROGRAM 202
500370	REC LICENSING	500436	SELF-MASTERY: LEADERSHIP PROG
500371	ELECTRONIC JOURNALISM	500437	THE POWER OF VISION
500372	OMBUDSMAN TRAINING	500438	WORKFORCE DIVERSITY MGT. SEMIN
500373	NTCS-A OPERATOR	500439	CAREER STRATEGIES SEMINAR
500374	ALLIED SIGNALING	500440	MGT. EFFECTIVENESS IN LMR
500375	BAUER COMPRESSOR MAINT.	500441	MENTOR TRAINING PROGRAM
500376	UNISUIT REPAIR	500442	DOT BASIC SUPERVISORY TRAINING
500377	POSEIDON REGULATOR MAINT	500443	EXECUTIVE POTENTIAL PROGRAM
500378	ICE OBSERVER (EXP)	500444	WHITE HOUSE WORKSHOP
500379	ICEBREAKER FAM	500445	CAPITOL HILL WORKSHOP
500380	CATERPILLAR 6.25 BORE DIESEL E	500446	BENEFITS TRAINING
500381	CATERPILLAR 3400 SERIES DIESEL	500447	HR PROFESSIONAL AS A CONSULTAN
500382	ORACLE	500448	SOELR WORKSHOP
500383	UNIX	500449	SKILLS BLDGS FOR CLER SUP STAF
500384	WWMCCS ADP SYSTEM SECURITY	500450	CONFLICT RESOL./NEGOT. SKILLS
500385	WWMCCS TERMINAL USER	500451	IPMA
500386	WWMCCS BASIC TSS/JCL	500452	CDP TRAINING COURSES
500387	WWS SECURITY SOFTWARE	500453	JEFF HIGH
500388	ORACLE	500454	RICHARD FREETHY
500389	UNIX	500455	DAVID BERNSTEIN
500390	WWCCS ADP SYSTEM SECURITY	500456	DWS SERVICEWIDE TRAINING
500391	WWMCCS TERMINAL USER	500457	LABOR/MANAGEMENT PARTNERSHIP T
500392	WWMCCS BASIC TSS/JCL	500458	TRANSPORTATION ISSUES
500393	WWS FAMILIARIZATION	500459	DOT REIMBURSABLE AGREEMENT FOR
500394	OSS BASIC	500460	DESIGN OF FIXED & FLOATING STR
500395	OSS DATABASE/QUERIES	500461	QUALITY AUDITS FOR IMPROVED PE
500396	JOINT SERVICE PUB. AFF.	500462	BASIC CONTRACT ADMIN
500397	ELECTRONIC JOURNALISM	500463	HH-60-S SIMULATOR TRAINING

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
500464	NETWORK ANALYSIS	500530	DISTRICT LEVEL SAFETY MANAGEME
500465	INFORMATION SYSTEMS OFF	500531	SRBOC OPS AND MAINTENANCE
500466	INTERIM PILOT PROFICIENCY COUR	500532	MK-15 CIWS FACTORY SCHOOL
500467	AVIATION SAFETY OFFICER (ARMY) SE	500533	COMMAND LEVEL SFTY MGMT EXPORT
500468	JOB TASK ANALYSIS	500534	JTA - SAFETY SUPERVISOR
500469	ADVANCED LOSS CONTROL MANAGEME	500535	MID-MANAGERS LE TRAINING
500470	NUTRITION & WELLNESS COOKING	500536	SPECIFICATION WRITING
500471	RM TASK ANALYSIS	500537	DNV LOSS CONTROL MGMT
500472	HVAC ANALYSIS	500538	ANT SAFETY
500473	HUMAN ELEMENT IN AVIATION	500539	AVIATION SAFETY PETTY OFFICER
500474	ADVANCED TROUBLESHOOTING	500540	COLD REGIONS
500475	AIRCRAFT STRUCTURES FOR MANAGE	500541	TSEC/KY57/58
500476	HH-3F PROFICIENCY TRAINING	500542	FUEL CELL REPAIR
500477	HH-65 PROFICIENCY TRAINING	500543	HU-25 ENG ADV TROUBLESHOOT
500478	HU-25 PROFICIENCY TRAINING	500544	TQM FACILITATOR (LOCAL)
500479	NJC EVIDENCE COURSE	500545	INTRO TO QUALITY ENGINEERING
500480	NJC COMPUTER COURSE	500546	INTRO TO FED CONTRACTING
500481	NJC JUDICIAL PRODUCTIVITY	500547	ADVANCED CONTRACT ADMIN
500482	EFFECTIVE CASHFLOW MGMT	500548	PROCUREMENT PLANNING
500483	OFFICE MANAGEMENT	500549	ELECTRIC CODE
500484	LEGAL RESEARCH	500550	MARINE ENGINEERING TECHNOLOGY
500485	LEXIS TRAINING	500551	G3 MAINT DIFF
500486	QPC REFRESHER	500552	G3 AV/ELECT
500487	DIVERSITY (STRATEGIC PLANNING)	500553	G3 SPZ-800
500488	INTRO TO ENVIRONMENTAL HEALTH	500554	SMALL PURCHASE FUNDAMENTALS
500489	YN OCCUP ANALYSIS	500555	VSCF ELECTRICS
500490	JTA-XO AFLOAT DUTIES	500556	NEAR EAST/N.AFRICA
500491	VTS UPGRADE TRAINING	500557	SHIPBOARD FF ADVANCE
500492	CLASSIFICATION MGMT	500558	PERSONAL PROP UTI+DON
500493	NATIONAL SENIOR INTELLIGENCE	500559	CG COURT REPORTER
500494	NATIONAL SYSTEMS USERS EXEC	500560	CRIMINAL LAW NEW DEV.
500495	INTELLIGENCE ANALYST	500561	FED. EMPLOYEE/LABOR RELS
500496	FINANCIAL MGMT OF INTELLIGENCE	500562	LAW OF MIL. OPS SEMINAR
500497	INTELLIGENCE COLLECTION MGMT	500563	DEFENSE COUNSEL ADVOCACY
500498	INDICATIONS AND WARNING	500564	ADMIN LAW FOR MIL. INSTAL.
500499	SHIPBOARD AIR DIRECTOR CONTROL	500565	SHIPBOARD TEMPEST
500500	TWR FAC MGR	500566	SHIPBOARD WATCHSTANDER
500501	C130 SCNS CRS	500567	COMMSTA WATCHSTANDER
500502	SHIPBOARD ASBESTOS EMERGENCY R	500568	TELCOM SYSTEMS
500503	CONTRACTING FUNDAMENTALS	500569	ADVANCED NETWORKS
500504	BASIC CONTRACT NEGOTIATIONS	500570	INMARSET A (MTI)
500505	BASIC CONTRACT LAW	500571	INMARSET A (MAGNAVOX)
500506	BASIC COST ANALYSIS	500572	TASK ANALYSIS (TRAINING)
500507	BASIC PRICE ANALYSIS	500573	SPRINKIER SYSTEMS
500508	ADP CONTRACTING	500574	LIFE SAFETY CODE
500509	CONTRACTING FOR SERVICES	500575	AIRFIELD PAVEMENT M & R
500510	CONTRACTING BY SEALED BIDS	500576	AVIATION SAFETY OFFICER
500511	ETHICS IN FED CONTRACTING	500577	CONTINGENCY PREP DELIB PLANNER
500512	SOURCE EVALUATION & SELECTION	500578	G3 C-20 PILOT REFRESHER
500513	BIC -INSTRUCTOR	500579	G3 C-20 PILOT INITIAL
500514	INTRO TO ENVIRONMENTAL MED	500580	CIC OFFICER
500515	FLAGQUARTERS OJT	500581	CIC FUNDAMENTALS
500516	SUB SPEC MGMT	500582	JTA - CONTAINER INSPECTOR
500517	ADVANCED CULINARY	500583	US ARMY BAYLOR PG PROGRAM HEAL
500518	SS BAKERS TRAINING	500584	GAS FREE ENG
500519	NUTRITION & WELLNESS COOKING	500585	3-M FOR DIVERS
500520	TEMPEST SYS INSTALL	500586	SPANISH LANGUAGE
500521	INTELLIGENCE COLLECTION MGMT	500587	C-130 GROUND SCHOOL REFRESHER
500522	SHOP SAFETY MANAGEMENT	500588	OMBUDSMAN TRAINING
500523	SHIPBOARD ASBESTOS EMERGENCY R	500589	FAMILY ADVOCACY REPRESENTATIVE
500524	SMALL PURCHASES/SCHEDULE CONTR	500590	ARC WELDING
500525	ATV INSTRUCTOR PREP COURSE	500591	REAL PROPERTY LEASING
500526	REGULATORY II	500592	SECTION 106 LAW
500527	REGULATORY I	500593	COURSE DESIGNER COURSE/FISHERI
500528	ERGONOMICS	500594	AUTOCAD FOR WINDOWS
500529	SAFETY PROGRAM MANAGEMENT	500595	GOVT CONTRACTING/AVN ENGR'S

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
500596	FACILITY SYSTEM SAFETY	500664	MILIT GEOGRAPHY
500597	INTRO. TO ENV. HEALTH JTA	500665	INTR IMAGERY RE
500598	NTCS-A OPERATOR	500666	THEO/IMAGERY RE
500600	WELLNESS INSTRUCTION	500667	PUBLIC AFFAIR SUPERVISOR COURS
500601	EXPORTABLE SMALL PURCHASE	500668	ADVANCED PUBLIC AFFAIR SUPERVI
500602	AIRCRAFT RESCUE AND FIREFIGHTI	500669	PHOTO JOURNALISM (INTERMEDIATE
500603	LEAD TECH	500670	ELECTRONIC JOURNALISM COURSE
500604	RECRUITER OCC ANALYSIS	500671	PUBLIC AFFAIRS OFFICER COURSE
500605	FREIGHT	500672	SENIOR PUBLIC AFFAIRS OFFICER
500606	ADV ELECTRICAL, ELECTRONICS &	500673	COMMANDING OFFICER PUBLIC AFFA
500607	INTERMODAL FREIGHT TRANSPORTAT	500674	THE EDITORS COURSE
500608	G3 MAINENANCE INITAL COURSE	500675	JOINT PUBLIC AFFAIRS ADVANCED
500609	FSO/GSO WORKSHOP	500676	TOTAL WELL-BEING
500610	AIRCRAFT FUEL SYSTEMS CRAFTSMA	500677	PHYSICAL FITNESS SPECIALIST CE
500611	TEMPEST FUNDAMENTALS	500678	MEDIA RELATIONS COURSE
500612	AEROSPACE MEDICINE PRIMARY	500679	FATIGUE COUNTERMEASURES
500613	MED SVC TECH INDEP. DUTY	500680	TCT-GROUP OPS JTA
500614	ALLIED VISUAL COMMS	500681	PHYSICAL THERAPHY SPECIALIST -
500615	TA/TOPS ADMINISTRATOR (ARMY)	500682	ENERGY CONSERVATION MGMT
500616	MAJOR CUTTER CSE OVERLAP	500683	NEGOTIATING CONST CONTR MODS
500617	WASTE MGMT FOR HEALTH CARE PER	500684	SITE RESORATION TOOLS, TECH
500618	TACTICAL ACTION OFFICER	500685	ARMY MASTER FITNESS COURSE
500619	JOINT PERSONNEL PROPERTY (ARMY	500686	TCT-CUTTER OPS
500620	G1 WARM-UP TRAINING	500687	TCT-GROUP OPS
500621	SEH COURSE REVISION PANEL	500688	TCT-FACILITATOR TRAINING
500622	MINOR ATON MAINT SERV TECH	500689	AIDS TO NAV OPERATIONS MGMT
500623	CRIMINAL LAW ADVOCACY CRSE	500690	NEPA DOCUMENTATION
500624	CG LEGAL CLERK	500691	G3 (VSCF) ELECT
500625	CG COURT REPORTER	500692	G3 SPZ AUTOPILOT
500626	CLERK/COURT RPTR COMBINED	500693	MAINT DIFF
500627	COURT REPORTER	500694	COMSEC (USN)
500628	MID-CAREER LEGALMAN	500695	G3 ENG
500629	PROCUREMENT FRAUD ORIENT.	500696	G3 MAINT REFRESH
500630	FEDERAL COURTS & BOARDS LIT.	500697	G3 ADV TRBL SHOOT
500631	SR. NCO MANAGEMENT CRS	500698	HARLESS FRONT END ANALYSIS
500632	CG CLERK/COURT RPTR	500699	ADV PASTRY/BAKING
500633	HAZ WASTE COMP BASIC LANT	500700	CREW-41
500634	HAZ WASTE COMP REF LANT	500701	MK QUALS REVIEW BOARD
500635	HAZ WASTE COMP BASIC R/S PAC	500702	MK QUALS REVIEW BOARD
500636	HAZ WASTE COMP REF R/S PAC	500703	CONTRACTING FOR SERVICES
500637	FOOD SERVICE SANITATION	500704	TALL TOWER TRAINING
500638	PROSPECTIVE OPERATIONS OFFICER	500705	FIRE CHIEFS WORKSHOP
500639	LOCKS & LOCKING DEVICES	500706	SR MGR PREP
500640	CRIME/LOSS PREVENTION #2	500707	SEISMIC DESIGN OF BLDGS
500642	TEMPEST CRITERIA FACIL.	500708	HISTORIC STRUCTURES I
500643	SHIPBOARD WATCHSTANDER	500709	CE CONTRACT LAW
500644	COMMSTA WATCHSTANDER	500710	AGING AIRCRAFT AND CORROSION
500645	TELCOM SYSTEMS	500711	LEGAL ASPECTS OF AVIATION SAFE
500646	ADVANCED NETWORKS	500712	ROLE OF TECHNICAL WITNESS
500647	NAVAL EXPLOSIVE SAFETY SUPERVI	500713	ACHIEVING SUPERVISORY EXCELLEN
500648	MOTOR VEHICLE RAILCAR INSPECTI	500714	LEADERSHIP TEAM COURSE
500649	FCS MK92 MOD 1 OPS/MAINTENANCE	500715	OIC/XPO JTA
500650	PRESEPARTION COUNSELING (CPT 5	500716	OIC/XPO JTA
500651	SATELLITE IMAGE INTERPRETATION	500717	TQM TRNG FOR PCO/PXO
500652	TRANS ASST SPECIALIST TRG	500718	CONTRACT COURSE REV
500653	TRANS ASSISTANCE MGMT	500719	COMDT AWARD TRNG
500654	SITUATIONAL LEADERSHIP II	500720	DRAINAGE SYSTEM DESIGN
500655	USAF LDRSHQ SQUADRON OFFICER S	500721	NUTRITION AND WELLNESS COOKING
500656	COUNTERDRUG INTEL ANALYST	500722	MARINE AFFAIRS, LIVING MARINE LE
500657	OSA WRKSTAT SYS ADMIN	500723	COUNTERTERRORISM ANALYSIS COUR
500658	OSA WRKSTAT SYS OP	500724	RECRUITER REFRESHER TRAINING
500659	MK-92 FIRE CONTROL SYSTEMS	500725	CULTURAL AUDIT EXECUTIVE TRAIN
500660	ORDINANCE LOGISTICS	500726	SHIPBOARD BAKER TRAINING
500661	TEMPEST CRITERIA FOR FACIL DES	500727	MASONRY DESIGN
500662	TEMPEST CRITERIA FOR FACIL DES	500728	WL-1H(V)
500663	TEMPEST TESTING BASICS	500729	STD WORKSTA SY OP VARIOUS

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
500730	CONFINED SPACE SAFETY	500796	IMAGERY INTERP CSE
500731	STD WORKSTATION SYS OP VARIOUS	500797	SS AWARDS SCHOLARSHIP PROGRAM
500732	LUFs ADVANCED	500798	SS AWARDS SCHOLARSHIP PROGRAM
500733	RUTGERS ALCOHOL STUDIES	500799	SHIPBOARD COMPETENT PERSON
500734	GLOBAL COMMAND AND CONTROL	500800	JOPEs TRAINING
500735	INTRO TO DATA COMM & NETWORKS	500801	FIBER OPTICS MAINTENANCE
500736	CWO INDOCTRINATION COURSE	500803	HOW TO EFF WRITE & EVAL CONG LEGIS
500737	ISO 9000 IMPLEMENTATION WORKSH	500804	ASSESSMENT OF THE 1ST SESSION OF THE 104
500738	ISO 9000 ASSESSOR/LEAD ASSESSO	500805	CIVIL RIGHTS MEDIATION
500739	SAFETY PUBLICATIONS TRAINING	500806	FAMNET II-TELE
500740	SAFETY PUBLICATIONS EDITING	500807	ESTIMATING FOR CONSTRUCTION CONTRACT MOD
500741	COURT TECHNOLOGY	500808	CHANGE ORDER WORKSHOP
500742	ESATS/HH-60-J	500809	UNDERSTANDING CONGRESS BUDGETING
500743	EMT ADV CARDIAC L/S	500810	CBT PILOT-AN/WSC-3
500744	ICEBREAKER FAM	500811	RESERVE MARINE SAFETY OFFICER
500745	AIRCRAFT RESCUE & FIREFIGHTING	500812	ADVANCED COMPOSITE REPAIR -K
500746	HC130H FLIGHT LINE PROPELLOR	500813	UNIT SAFETY COORDINATOR
500747	EPA AHERA INSPECTOR CSE	500814	MLE INSTRUCTOR JOB ANALYSIS PANEL
500748	NDI TECH (MAGNETIC PARTIAL IN	500815	MAINT INIT
500749	NDI TECH (MAG PARTIAL INSP)	500816	MAINT REF
500750	RADIONAVIGATION ENGINEERING	500817	G3 AUTOPILOT
500751	PROGRAM SPECIALIST (D17)	500818	ADV TROUBLE
500752	EXPORTABLE SMALL PURCHASE	500819	HELO ACC INV
500753	SHIPBOARD HF OPERATOR	500820	IND SYS MGR
500754	SHIPBOARD SATCOM OPERATOR	500821	ACFT MAINT HELO ACC INV
500755	DEEP NAVIGATION DATA WORKSHOP	500822	SHPBRD COMMAND & CONT SYS ADM
500756	DEEP NAVIGATION DATA WORKSHOP	500823	TSEC/KG-40A LIMITED MAINTENANCE
500757	MARINE AFFAIRS	500824	FAMILY IN STRESS & CRISIS
500758	MARINE AFFAIRS	500825	AVIATION SYSTEM SAFETY
500759	RUSSIAN LANGUAGE TRAINING	500826	BOAT COXSWAIN FOR 41' UTB
500760	TACT & STRAT FOR COURTING CONG	500827	CG WEAPONS OFFICER
500761	NEAR EAST/N. AFRICA	500828	HEALTH & FITNESS LEADER
500762	EEO PRGM MG COURSE	500829	HANDS ON MICROSOFT ACCESS
500763	EEO COUNSELORS COURSE500764	500830	WETLAND ID/DELINEATION
500764	EEO SPECIALISTS COURSE	500831	ELECTRICAL SYSTEMS DESIGN
500765	WELLNESS-EX	500832	ADVANCED COST AND PRICE ANALYSIS
500766	IMAGERY INTERP CSE	500833	DESIGNING TELECOMMUINCATION DISTRIB SYS
500767	NAVAL ACADEMY PREP SCHOOL	500834	TCT-UNIT
500768	AEROSPACE MEDICINE PRIMARY	500835	HUMAN FACTORS
500769	AEROSPACE MEDICINE PRIMARY	500836	CWO COURSE
500770	ETHICS COUNSELORS COURSE	500837	PROTESTS
500771	PORT STATE CONTROL	500838	EXPLOSIVE ORDNANCE
500772	INTERNAT'L SAFETY MANAGEMENT CODE	500839	HUMAN FACTORS ENGINEERING TRAINING
500773	COASTAL ENGINEERING II	500840	SIMPIFIED ACQUISITIONS/GSA
500774	PLANNER/ESTIMATOR (P/E) TRAINING	500841	TQM FACILITATOR (ADVANCED)
500775	AFC-38 TNRG FOR SUPERVISORS & ACCOUNTANT	500842	QPC ADVANCED
500776	REFRESHER PACK OF HAZ	500843	CQA SELF ASSESSMENT
500777	WPB 110 C CONT SYS	500844	AMPHIBIOUS RECON CORPSMAN
500778	T-56 ENG ELEC	500845	US DIVERS REG REPAIR
500779	G1 MAIN INIT	500846	CONTRACTING
500780	G1 MAINT REF	500847	ALTERNATIVE COMP PROGRAM
500781	ADV TROUBLE	500848	CONTAINER INSPECTION
500782	WELDING RECERT	500849	ADMIN LAW (ADV)
500783	CORROSION CONT TECH	500850	ESA-INTERAGENCY CONSULTATION TRAINING
500784	CORR PREV ADVOCATE	500851	ELECTRICAL EXPLOSIVE SAFETY-NAV. FAC.
500785	ENG/MNGT (P)	500852	CURRICULUM DEV-ALT COMP PGM
500786	CONTRACTING	500853	UBC UPDATE (NON STRUCTURAL)
500787	HELO ACCIDENT INV	500854	APPLICATIONS OF THE UBC, UMC AND IPC
500788	JET ENGINE MISHAP	500855	UBC UPDATE (STRUCTURAL)
500789	IND SYS MGR	500856	ELECTRONIC IMAGERY
500790	ADV SHIPBOARD FF	500857	JOINT PUB AFF SUPERVISOR
500791	ALCO 251 DIESEL	500858	SENIOR ENLISTED PUB. AFF.
500792	FAIRBANKS MORSE 3800	500860	INTRODUCTION TO JOURNALISM
500793	ADVANCED PHYSICAL FITNESS SPECIALIST	500861	EPA LEAD PAINT RISK ASSESSOR
500794	PCO MAJOR CUTTER CSE	500862	QA WORKSHOP
500795	PXO MAJOR CUTTER CSE	500863	INFORMATION SYSTEMS MANAGEMENT FOR SWIII

## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
500864	AN/UPX-28 IFF TRANSPONDER MAINT	500936	ENG PROP FUELS AND OIL SHIPBOARD
500865	AIMS MK XII MAINT	500937	SHBD GAUGE CALIBRATION
500866	MS FRONT END ANALYSIS	500938	NON-PROP BOILERWATER FEEDWATER TEST/TREA
500867	BLDGS INSP & MGMT PLANNING FOR ASBESTOS	500939	AMPHIB WARFARE INDOC
500868	GEORGRAPHIC DISPLAY OPERATIONS COMPUTER	500940	CELESTIAL NAVIGATION
500869	OIL SPILL REMOVAL ORGANIZATION INSP	500941	BASIC CELESTIAL NAV
500870	MARATHON BATTERY	500942	OUTBOARD ENG OP/MAINT
500871	BLOODBORNE PATHOGENS TRAINING	500943	NAVY LDRSHIP--PO1
500872	COMPUTER AIDED HYDROLOGY	500944	NAVY LDRSHIP--PO2
500873	FACILITIES MAINTENANCE & REPAIR ESTIMATE	500945	NAVY LDRSHIP--CPO
500874	HIGH CURRENT OIL CONTAINMENT COURSE	500946	NAVY LDRSHIP--LPO
500875	DEVELOP. & AUTO. EFFECTIVE FAC. MGMT OP.	500947	UNREP SIMULATOR
500876	IDENTIFYING & CONFIRMING USER REQUIREMEN	500948	JOINT MARITIME TAC
500877	HF-80 HIGH POWER ROAD SHOW	500949	SWO - MAJOR COMMAND
500878	REAL ESTATE LAW	500950	BASIC WX COURSE
500879	REAL ESTATE LAW	500951	BASIC WX C.F.S
500882	BOAT CREWMEMBER FOR 41' UTB (RES)	500952	WEATHER APPRENTICE (USAF)
500883	SMALL BOAT ENG FOR 41' UTB (RES)	500953	WEATHER TECHNICIAN (USAF)
500884	CPO ACADEMY	500954	ABLE FORECASTER
500885	PORT SECURITY DIRECT ENTRY	500955	AAIWSM C-1
500886	ROCI/ RESERVE OFFICER INDOCTRINATION CRS	500956	DENTAL RPR SPECIALIST
500887	PORT STATE CONTROL DEVELOPMENT	500957	INTRO TO CBR DEFENSE
500888	UNIT SAFETY COORDINATOR-EXPORTABLE	500958	MOB DC TRAINER
500891	DEVELOPING A CRM PROGRAM	500959	NAVY LEADER DEV PRO OFFICER BASIC
500892	ADV. CONGRESSIONAL BUDGET PROCEDURES	500960	CMS LOCAL HOLDER
500894	LOBBYING THE 105TH CONGRESS	500961	HCO HELO INDO
500895	USING THE INTERNET TO RESEARCH CONG DOC	500962	HSL-37 BPAS
500896	PREPARING FOR THE 105TH CONGRESS	500963	BASIC FREIGHT TRNG
500897	RECRUITER TRAINING	500964	DEF ADV TRF MGM CRS
500898	ACTIVITIES TNA	500965	COMMAND INTELLIGENCE OFFICER
500899	ACTIVITIES TNA	500966	TACTICAL ACTION OFFICER
500900	ACTIVITIES TNA	500967	SPBD AIRCFT FF/TRNG
500901	FIBER OPTIC CABLE INSTALLATION	500968	CDC NTCS-MANAGER
500902	TELECOMMUNICATIONS	500969	FEDERAL CONTRACTING
500903	PRACTICAL CULINARY SKILLS FOR PROFESSION	500970	CONSTRUCTION CONTRACTING BASICS
500904	CIVILIAN ORIENTATION PROGRAM	500971	CPOA NEEDS ASSESSMENT
500905	HR MGMT. ISSUES FOR SR. MGRS.	500972	MARINE SCIENCE TECHNICIAN
500906	CAREER ENRICHMENT SEMINAR	500973	COMMAND AND CONTROL WARFARE
500907	ICAF	500974	MINI MICRO ELEC RPR INSP
500908	NAVAL WAR COLLEGE	500975	TEMPEST CRITERIA FOR FACILITY DESIGN
500909	SUPV. TRNG. FOR NAF SUPV.	500976	G4 MAINT REF
500910	SUCCESSFULLY MANAGING EMP. PERF.	500977	MK75 76MM OPERATION, DESCRIP. & MAINT.
500911	CEG FELLOWS	500978	ADVANCED CONTRACT LAW
500912	OPM MGMT DEV. CENTERS	500979	ADVANCED CONTRACT LAW
500913	FEDERAL EXEC. INSTITUTE	500980	MARINE SAFETY OFFICER (RESERVE)
500914	POWER OF VISION	500981	ADV. PHYSICAL SECURITY
500915	EXECUTIVE POTENTIAL PROG.	500982	MARINE INSPECTION JOB TASK ANALYSIS
500916	WOMEN'S EXEC. LEADERSHIP	500983	LEVEL 1 IP NIGHT VISION DEVICE TRAINING
500917	NEW LEADER PROGRAM	500984	WOODWARD GOVERNOR 2301 MAINT 5
500918	DIVERSITY TRNG FOR MANAGERS/SUPERVISORS	500985	SHIPBOARD FORCE PROTECTION&PLANNING CARE
500919	CAREER STRATEGIES	500986	LIFESAVER
500920	WHITE HOUSE WORKSHOP	500987	LIFESAVER (E)
500921	CAPITOL HILL WORKSHOP	500988	MACHINETOOL OP
500922	BROOKINGS EXEC. LEADERSHIP	500989	AWR CROSS TRAINING & CEDS MGMT INSTRUCT
500923	RETIREMENT SEMINARS	500990	FOOD SPECIALIST
500924	SOLER CONFERENCE	500991	C-130 PILOT REQUAL/UPGRADE
500925	DOT REIMBURS.	500992	SCCS 210/270 BASIC OPERATOR
500926	ASPIRING LEADER PROGRAM	500993	SCCS 378 BASIC OPERATOR
500927	EXECUTIVE FORUM	500994	SCCS 210/270 ADMIN
500928	APPROPRIATIONS LAW CONCEPTS INC.	500995	SCCS 378 ADMIN
500929	BUDGET EXECUTION TRAINING CENTER	500996	EXPLOSIVE ORDNANCE DISPOSAL DIVER
500930	PRACTICAL CULINARY SKILLS FOR PROFESSION	501004	BASIC INSTRUCTOR COURSE
500931	INTRO TO SPECIAL OPERATIONS COURSE	501007	SCCS OPERATOR
500932	INTRO TO SPECIAL OPERATIONS COURSE	501008	SCCS ADMINISTRATION
500933	CG INTELLIGENCE SUPPORT SYSTEM	501009	SCCS WATCH OFFICER
500935	NDACS(DRUG & ALCOHOL)	501010	CG PROSPECTIVE OPERATIONS OFFICER



## TRAINING SCHOOL LISTING (Numerical Listing)

PMIS Code	Course Title	PMIS Code	Course
501011	FUNDAMENTALS OF UNIX SYSTEM	501077	PERFORMANCE BASED SERVICE CONT
501012	HP-UX 10.X SYSTEM ADMIN HP9000	501078	ADVANCED SOURCE SELECTION
501013	RFTC FISH TRNG DISTRIBUTION	501079	ADVANCED SOURCE SELECTION
501014	ARMY SGT MAJ ACADEMY	501080	CG PROSPECTIVE OPS AFLOAT
501015	PORT STATE CONTROL	501081	FORCE PROTECTION OFFICER
501016	VTS NATIONAL CERTIFICATION	501082	FORCE PROTECTION OFFICER
501017	INSTRUCTOR TRAINING	501084	SENIOR ENLISTED COURSE
501018	SCCS WATCH OFFICER	501085	CLAIMS AND TERMINATION
501019	SR. NCO MANAGEMENT COURSE	501086	ENVIRONMENTAL COMPLIANCE PAC BASIC
501020	CG CLERK/COURT RPTR	501087	ENVIRONMENTAL COMPLIANCE PAC REFRESHER
501021	ENVIRONMENTAL LAW	501088	ENVIRONMENTAL COMPLIANCE PAC BASIC ROAD
501022	SMALL PURCHASE REFRESHER	501089	ENVIRONMENTAL COMP. PAC REFRESH ROADSHOW
501023	NEPA IMPLEMENTATION	501090	PERFORM BASE SER CO
501024	ENV. COMPLIANCE ASSESSMENT	501091	CONTRACT LITIGATION
501025	POLLUTION PREVENT PROG OPS	501092	CONTRACT LITIGATION
501026	AIR QUALITY MGMT	501093	LUFS RECONCILIATION
501027	ENV. RISK COMM WORKSHOP	501094	LUFS RECONCILIATION
501028	INTRO TO CULT. RES. MGMT	501095	AN/SPS-73 MAINTENANCE AND REPAIR
501029	INTERGRATED MGMT NAT/CULT RES	501096	47/MLB ENGMTNC/RFO COURSE
501030	NATURAL RESOURCES COMPLIANCE	501097	LAW FOR LEGAL NCO'S
501031	POLLUTION PREV TOOLS AND TECHNIQUE	501098	SAFETY PROFESSIONAL REVIEW COURSE
501032	UNIT 1-MGMT COURSE	501099	SAFETY PROFESSIONAL REVIEW COURSE
501033	MGR TO TEAM LEADER TRANSITION	501100	CONTRACTING FUNDAMENTALS
501034	ESA-SECTION 7 CONSULT	501101	INTERMEDIATE CONTRACTING
501035	SOLAR DESIGN WORKSHOP	501102	EXECUTIVE CONTRACTING
501036	SENIOR/EXEC FACILITY MGMT	501103	MGMT FOR CONTRACTING SUPERS
501037	DREDGING FUNDAMENTALS	501104	ISM/STCW
501038	HAZ. WASTE MGRS TRNG	501105	CONTRACTING FUNDAMENTALS
501039	ENV. RISK COMM WORKSHOP	501106	INVESTIGATIONS INDUSTRY TRN PROGRAM
501040	WOODWARD GOVERNOR CONTROL TRAINING	501107	GOVERNMENT CONTRACR LAW
501041	NAVY ELECTRONIC KEY MGMT SYSTEM MANAGER	501108	GOVERNMENT CONTRACT LAW
501042	HEALTH RESOURCES MANAGEMENT	501109	USE OF FORCE/OPINTEL TRAINING
501043	FIRE PROTECTION APPRENTICE	501110	ADVANCED LABOR LAW
501044	FIRE RESCUE	501111	LAW
501045	FIRE INSPECTOR/INVESTIGATOR	501112	NAT'L SECURITY CRIME AND & LAW WKSHOP
501046	HAZMAT TRAIN THE TRAINER	501113	MICROCOMPUTERS FOR INVESTIGATIONS
501047	CRASH FIRE FIGHTING	501119	INTRO TO PROGRAMMABLE LOGIC
501048	POLICE TRAINING	501120	VIBRATION MGMT
501049	SECURITY GUARD SCHOOL	501121	VIBRATION THEORY
501050	SCCS OPERATOR	501122	INFRA-RED THERMOGRAPHY
501051	FIRE PROTECTION APPRENTICE	501123	HIGH VOLTAGE SAFETY
501052	ELECTRONIC IMAGING COURSE	501124	SENIOR MARINE SAFETY INVESTIGATOR
501053	AWR CROSS TRNG & CEDS MANAGEMENT INSTRUC	501125	FIBER OPTICS USAF
501054	ADVANCED RESCUE SWIMMER	501126	NAVY COURT REPORTER
501055	ARMY CLAIMS	501127	MILITARY JUSTICE MANAGEMENT
501056	DIFFERENTIAL BROADCAST SITE MAINTENANCE	501128	PHARMACY APPRENTICE PT I
501057	AMT "A" SCHOOL	501129	PHARMACY APPRENTICE PT II
501058	ADVANCED COST & PRICE ANALYSIS	501131	CONTRACTING PRICING
501059	PAST PERFORMANCE EVALUATION	501132	CONTRACTING PRICING
501060	AUX NEW DIRECTOR TRAINING		
501061	AUX ELECTED VOL OFFICE HOLDER		
501062	AUX CAREER COUNSELOR TRNG		
501063	AUX DISTANCE LEARNING TRAINING		
501064	AUX MASTER INSTRUCTOR TRNG		
501065	AUX ATON AND CHART UPDATING		
501066	AUX ELECTED VICE COMMODORE TRNG		
501067	CONSTRUCTION CONTRACTS		
501068	ENVIRONMENTAL COMPLIANCE LANT BASIC		
501069	ENVIRONMENTAL COMPLIANCE LANT REFRESHER		
501070	ENVIRONMENTAL COMPLIANCE LANT ROADSHOW		
501071	AVT-A		
501072	AST-A		
501073	LEADERSHIP NEEDS ASSESSMENT		
501074	CIVILIAN PERSONNEL PROCEDURES CRSE 4 SUP		
501075	ADV CONTRACTING BY NEGOTIATION		
501076	SIMP. ACQUISITION PROCEDURE REFRESHER		

**FOREIGN COUNTRY ABBREVIATION CODES (continued)**

<b><u>CODE</u></b>	<b><u>COUNTRY</u></b>
TZ	Tanzania
TH	Thailand
TO	Togo
TD	Trinidad and Tobago
TS	Tunisia
TU	Turkey
UG	Uganda
TC	United Arab Emirates
UA	Ukraine
UK	United Kingdom
UR	U.S.S.R (Russia)
UV	Upper Volta
UY	Uruguay
VE	Venezuela
VM	Vietnam
WS	Western Samoa
YE	Yemen Arab Republic
YO	Yugoslavia
ZA	Zambia
ZI	Zimbabwe (Former Southern Rhodesia)

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## AWARD CODES

### CONTENTS

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Award Code Listing (Sorted by Code).....	7

**ENCLOSURE 10  
AWARD CODES**

## **AWARD CODES (Sorted By Name)**

<b>AWARD</b>	<b>CODE</b>	<b>POINT</b>
Air Force Basic Military Honor Graduate	QU	0
Air Force Combat Readiness Medal	PQ	0
Air Force Good Conduct	PT	0
Air Force Longevity Service Award	QR	0
Air Force NCO PME Graduate	QT	0
Air Force ORG Excellence Award	PP	0
Air Force Outstanding Unit Award	PN	0
Air Force Overseas Short Tour Ribbon	QN	0
Air Force Overseas Long Tour Ribbon	QP	0
Air Force Recognition Ribbon	QA	0
Air Force Small Arms Expert	QV	0
Air Force Training Ribbon	QW	0
Air Force Cross	BC	6
Air Force Distinguished Service Medal	BH	6
Air Force Commendation Medal	FF	3
Air Force Achievement Medal	HF	2
Air Medal	EA	4
Air Reserve Meritorious Service	QS	0
Airman's Medal	BQ	6
American Campaign Medal	QC	0
American Defense Service Medal	QB	0
Antarctica Service Medal	NK	0
Armed Forces Expeditionary Medal	NM	0
Armed Forces Reserve Medal	MH	0
Armed Forces Service Medal	AF	0
Army Achievement Medal	HE	2
Army Commendation Medal	FE	3
Army Distinguished Service Medal	BG	6
Army Good Conduct	PS	0
Army Meritorious Unit Commendation	ME	0
Army Meritorious Unit (Gold Frame)	RU	0
Army Of Occupation Medal (Navy USMC)	QG	0
Army Overseas Service Ribbon	QQ	0
Army Professional	AP	0

*Continued on next page*



**ENCLOSURE 11  
COMMENT FORM**

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REPRODUCE LOCALLY

## Retirement Package

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### Purpose

Your retired pay account is not automatically transferred from active duty or reserve. To establish your retired pay account, **the necessary forms in this appendix must be fully completed, signed, witnessed and forwarded to HRSIC (RAS).**

Topic	PAGE
Retired Pay Account Worksheet and Survivor Benefit Election (CG HRSIC-4700) for Active Duty Members	3
Reserve Component Retired Pay Account Worksheet (CG HRSIC-4700/R)	8
Retired Allotment Authorization Form (CG HRSIC-7221)	12
Blank CG HRSIC-4700 (Exhibit 1)	13
Blank CG HRSIC-4700/R (Exhibit 2)	17
Blank CG HRSIC-7221 (Exhibit 3)	21
Example Leave and Earnings Statement (LES), showing how to Request Continuation of Direct Deposit, Allotments, and Bonds (Exhibit 4)	23

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### Notes

- The forms in this appendix should be reproduced locally.
- The forms may be typed or printed neatly in ink.
- These forms should be submitted as soon as possible, but not later than 30 days prior to retirement.
- If you have any questions after you read these instructions concerning these forms or your upcoming retirement, please call HRSIC (RAS) at **785-357-3415** or 1-800-772-USCG.
- These completed forms should be mailed to:

COMMANDING OFFICER (RAS)  
U S COAST GUARD HUMAN RESOURCES  
SERVICE & INFORMATION CENTER  
444 S E QUINCY STREET  
TOPEKA KS 66683-3591

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*Continued on next page*

## Retirement Package, Continued

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### First Payment

Your first retirement payment (direct deposit or check, if authorized) will be delivered according to this schedule.

- If you retire on the first day of the month and HRSIC receives your retirement documents on time, you will receive your first retired payment on the first working day of the month following your retirement, and each month thereafter.

**Example:** If you retire on 1 July, you will get your first retired payment the first working day of August.

- If you retire on a day other than the first day of the month and HRSIC receives your retirement documents on time, you will receive a payment for the partial month of retirement within 10 days after the first of the following month. Each monthly payment thereafter will be received on the first working day of the month.

**Example:** If you retire on 10 July, your partial payment for 10-31 July should be received not later than 10 August. Your first regular payment should be received on the first working day in September.

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<b>Department of Transportation</b> U. S. Coast Guard CG HRSIC-4700 (Rev. 06-98)	<b>RETIRED PAY ACCOUNT WORKSHEET AND SURVIVOR BENEFIT PLAN ELECTION</b>																
<b>Privacy Act Statement:</b> This information is collected under 5 USC section 552a(e)(3), Public Law 92-425, 21 Sep 72: EO 9397. Information will be used to establish retired pay account and to enroll in the Survivor Benefit Plan. The information transmitted in this form is necessary and must be completed to establish the retired pay account.																	
Purpose: <ul style="list-style-type: none"> <li>Provide an address for correspondence with Coast Guard Human Resources Service &amp; Information Center (HRSIC)</li> <li>Designate your direct deposit account</li> <li>Specify number of exemptions and marital status for Federal income tax withholding</li> <li>Designate State and withholding amount for Voluntary State Tax withholding</li> <li>Designate beneficiaries for unpaid retired pay.</li> <li>Certify eligibility and entitlement to retired pay</li> <li>Enroll in the Survivor Benefit Plan (if not previously enrolled)</li> </ul>																	
<b>Section I: IDENTIFICATION AND ADDRESS</b> (complete all sections, if not applicable enter N/A)																	
1. Enter your approved retirement date: _____																	
1a. Name (Last, First, MI.)	2. Rank/Rate																
3. SSN																	
4. Date of Birth	5. Correspondence Address, Street, City, State and Zip Code																
6. Area Code & Telephone Number																	
Work:																	
Home:																	
<b>Section II: PAY DELIVERY</b> (see instructions for proper completion) <i>Public Law 103-356 makes direct deposit mandatory</i>																	
7a. <input type="checkbox"/> Continue direct deposit to the same account used for active duty pay (copy of LES attached).																	
7b. <input type="checkbox"/> Direct deposit account shown below.																	
8. Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings																	
9a. Routing Transit Number (RTN)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse; margin-left: 10px;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> Check Digit																
9b. Account Number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																
10. Financial Institution Name _____																	
11. Address (City, State, and ZIP Code) _____																	
<b>Section III: TAX WITHHOLDING INFORMATION</b> (use instructions for IRS Form W-4 and State Tax form to complete)																	
<b>FEDERAL WITHHOLDING</b>	<b>VOLUNTARY STATE WITHHOLDING</b>																
12. Marital Status (check one): <input type="checkbox"/> Single, <input type="checkbox"/> Married or <input type="checkbox"/> Married but withhold at higher single rate	16. State designated to receive tax																
13. Total No. of Exemptions Claimed (See instructions if you claim 10 or more)	17. Requested Monthly Amount (Whole dollar amount but not less \$10.00)																
14. Additional Withholding (optional)	\$																
15. "I claim exemption from withholding" Enter "EXEMPT". If you claim EXEMPT status, you <u>must</u> attach current year IRS form W-4.	Note: The State you designate to receive tax must have an agreement with the Department of Defense for withholding state tax. A listing of states that have agreements for withholding is included with the instructions for this form. This election will remain in effect until changed by you.																

<b>Section IV: DESIGNATION OF BENEFICIARIES FOR UNPAID RETIRED PAY</b>				
I hereby designate the following beneficiary(ies) to receive retired pay due and payable at my death. I am aware that under the provisions of 10 U.S.C. 2771 and 4 CFR Part 34, this designation will remain in effect unless canceled or changed by me.				
18. Name (Last, First, Middle Initial)	19. Relationship	20. Address (City, State & ZIP Code)	21. Telephone (Including Area Code)	22. Share (Total must equal 100%)
<b>a.</b>				
<b>b.</b>				
<b>c.</b>				
<b>d.</b>				
<b>Section V: CERTIFICATION DATA FOR PAYMENT OF RETIRED PERSONNEL</b> (must be completed)				
<p>"I <input type="checkbox"/> am <input type="checkbox"/> am not holding a civilian office or position with: the United States Government; the U. S. Postal Service; an Armed Forces non-appropriated fund activity; the Municipal Government of the District of Columbia; or under any corporation, the majority of the stock of which is owned by the United States. I agree to notify the Coast Guard Human Resources Service &amp; Information Center (RAS), if I become employed by a Federal Agency or other such agency or corporation described above. I will provide the effective date of employment, name and address of the employing agency and the amount of my salary.</p> <p>"I <input type="checkbox"/> have <input type="checkbox"/> have not been convicted of any offense involving the National Security (5 U.S.C. 8312).</p> <p>"I <input type="checkbox"/> have <input type="checkbox"/> have not failed or refused to testify before a Federal Grand Jury, Court of the United States, courts-martial, or congressional committee in connection with any matter endangering the National Security, or defense of the United States or any relationship I have or have not had with a foreign government (5 U.S.C. 8314).</p> <p>"I <input type="checkbox"/> have <input type="checkbox"/> have not knowingly or willfully remained outside of the United States or its territories or possessions to avoid prosecution (5 U.S.C. 8313).</p> <p>"I <input type="checkbox"/> have <input type="checkbox"/> have not knowingly or willfully made a false, fictitious, or fraudulent statement or representation, or knowingly and willfully concealed a material fact in an employment application for a civilian or military office or position in or under the Legislative, Executive, or the Judicial branch of Government of the United States or the government of the District of Columbia(5 U.S.C. 8315).</p> <p>"I <input type="checkbox"/> am <input type="checkbox"/> am not employed by any foreign government, company, educational institution, or other concern which is controlled in whole or in part by a foreign government nor have I made application for such employment and I have not negotiated for such employment. I understand that before I accept such employment I must obtain advance approval from Commandant (G-WPM) and the Department of State.</p> <p>I <input type="checkbox"/> am <input type="checkbox"/> am not drawing a pension, retired pay, or disability compensation from the Department of Veterans Affairs (VA), Civil Service Commission, or other Government agency nor have I made application for such benefits.</p> <p>If you are drawing a VA or civil service pension, retired pay, or disability compensation, or have made application therefor, please provide the name and address of the agency and the monthly amount received (if any) in the space below.</p>				
Monthly Amount	Name and Address (Street, City, State and ZIP) of Agency			

<b>Section VI: SURVIVOR BENEFIT PLAN (SBP) ELECTION</b> (Complete all blocks)				
Are you married? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have dependent children? <input type="checkbox"/> Yes <input type="checkbox"/> No		
23. Beneficiary Category (ies) a. <input type="checkbox"/> I elect coverage for spouse only. I <input type="checkbox"/> do <input type="checkbox"/> do not have dependent children. b. <input type="checkbox"/> I elect coverage for spouse and child(ren). c. <input type="checkbox"/> I elect coverage for child(ren) only. I do <input type="checkbox"/> do not <input type="checkbox"/> have a spouse. d. <input type="checkbox"/> I elect coverage for the person named in block 45 who has an insurable interest in me. e. <input type="checkbox"/> I elect coverage for the person named in block 39 who is my former spouse. f. <input type="checkbox"/> I elect coverage for the person named in block 39 who is my former spouse and dependent child(ren) of that marriage g. <input type="checkbox"/> I elect not to participate in SBP. (Blocks 23-27 must be completed even if no coverage elected)				
24. Level of coverage (do not complete if 23d or 23g was elected above) a. <input type="checkbox"/> I elect coverage to be based on <b>FULL</b> gross retired pay. b. <input type="checkbox"/> I elect coverage with a reduced base amount of \$_____ (\$300 minimum base amount) c. <input type="checkbox"/> I elect basic coverage based on full gross pay plus supplement coverage of <input type="checkbox"/> 5% <input type="checkbox"/> 10% <input type="checkbox"/> 15% <input type="checkbox"/> 20% By electing supplemental coverage, I understand that I waive my right to use the social security offset method of computing the SBP Annuity at age 62 and older.				
25. Spouse Name (Last, First, MI.)		26. Spouse SSN	27. Spouse Date of Birth	
28. Date of Marriage:				
List your dependent child(ren) (Designate which children resulted from marriage to former spouse, if any)				
29. Name (Last, First, Middle Initial.)	30. Relationship	31. Date of Birth	32. SSN	33. Disabled Child (Yes or No)
a.				
b.				
c.				
d.				
<b>Section VII: SBP SPOUSAL CONCURRENCE</b> (Required when member is married and DOES NOT ELECT <b>FULL</b> spousal coverage)				
I hereby concur with the Survivor Benefit Plan election made by my spouse. I have received information that explains the options available and the effects of those options. I have signed this statement of my own free will.				
34. Spouse Signature				35. Date
36. Witness Name (Last, First, MI)		37. Witness Signature		
38. Witness Address (Street, City, State, Zip Code, and Phone Number)				39. Date
<b>Former Spouse</b> (Complete if 23e or 23f was elected above)				
40. Name (Last, First, MI)	41. SSN	42. Address (Street, City, State and Zip Code)		
43. Date of divorce/dissolution of marriage	44. Date of Birth			
45. a. <input type="checkbox"/> The election indicated above is being made pursuant to the requirements of court order <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> The election indicated above is being made pursuant to a written agreement I previously entered into voluntarily as part of or incident to a preceding of divorce, dissolution, or annulment <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> The written agreement has been incorporated in, or ratified or approved by a court order <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Insurable Interest</b> (Complete if 23d was elected above)				
46. Name (Last, First, MI)	47. SSN	48. Address (Street, City, State and Zip Code)		
49. Relationship	50. Date of Birth			

<b>Section VIII: DECLARATION OF SERVICE</b>												
51. Date you first became a member of the Uniformed Services (see note below)					52. Date of current rank							
<b>Note:</b> Under the law, you “first became a member” of the Uniformed Services on the date first enlisted, inducted, or appointed. For non-prior service Academy cadets and OCS graduates, it is the date you took the oath of office for entrance into the Academy (for Academy cadets, this is no the date your creditable service for retirement begins) or OCS. For enlisted members who enlisted under the Delayed Entry Program (DEP), it is the date you signed up for the DEP.												
<b>53. SERVICE BREAKDOWN</b>												
<b>FROM</b>			<b>TO</b>			<b>ARMED SERVICE</b>						
DAY	MONTH	YEAR	DAY	MONTH	YEAR							
<b>IF ANY OF THE ABOVE SERVICE WAS IN A RESERVE COMPONENT:</b>												
DID YOU PERFORM RESERVE DRILLS? <input type="checkbox"/> YES <input type="checkbox"/> NO					NUMBER OF RESERVE RETIREMENT POINTS EARNED (ATTACH COPIES OF POINTS STATEMENTS IF AVAILABLE)							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;">           54. Have you ever held a Rank/Rate higher than your current one?  <input type="checkbox"/> YES    <input type="checkbox"/> NO         </td> <td style="width: 25%; padding: 5px; vertical-align: top;">           If yes, what rank did you hold?         </td> <td style="width: 25%; padding: 5px; vertical-align: top;">           When did you hold this rank?         </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;">           55. Have you ever received severance, separation or readjustment pay from a military service in connection with separation or release from active duty?  <input type="checkbox"/> YES    <input type="checkbox"/> NO         </td> <td style="padding: 5px; vertical-align: top;">           If yes, what amount did you receive?         </td> <td style="padding: 5px; vertical-align: top;">           When did you receive such payment?         </td> </tr> </table>							54. Have you ever held a Rank/Rate higher than your current one? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what rank did you hold?	When did you hold this rank?	55. Have you ever received severance, separation or readjustment pay from a military service in connection with separation or release from active duty? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what amount did you receive?	When did you receive such payment?
54. Have you ever held a Rank/Rate higher than your current one? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what rank did you hold?	When did you hold this rank?										
55. Have you ever received severance, separation or readjustment pay from a military service in connection with separation or release from active duty? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what amount did you receive?	When did you receive such payment?										
<b>Section IX: MEMBER'S CERTIFICATION</b> (member and witness signature required for start of retired pay)												
Under penalties of perjury, I certify that the number of withholding exemptions claimed does not exceed the number to which I am entitled, and that all statements on this form are made with full knowledge of the penalties for making false statements. (18 U.S.C. 287 and 1001 provide for a penalty of not more than \$10,000 fine, or 5 years in prison, or both)												
56. Member' Signature					57. Date							
58. Witness Name (Last, First, MI)				59. Witness Signature								
60. Witness Address (Street, City, State and Zip Code				61. Witness telephone number		62. Date						

**Appendix (A) - Exhibit 1** (Page 4 of 4)

**FOR ANY CORRECTIONS/CHANGES A NEW FORM MUST BE COMPLETED PRIOR TO DATE OF RETIREMENT**

## Overview

### Introduction

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This appendix will guide you through the procedures needed to complete a DD-1172.

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## Creditable Sea Duty

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### Introduction

Computation of creditable sea duty is similar to computation of creditable service:

- Consider all months on a 30 day basis. the 31st day of the month does not count **unless** the member serves less than 30 consecutive days.
- Calculate deductible time on a 30 day basis same as deductible time for pay purposes.
- Count TAD on a day for day basis.

**Note: To compute TAD use procedure table #10 located in section E (quick reference tables).**

- Creditable sea duty terminates on the 30th calendar day at 2400 after departure on TAD.
- Leave taken in conjunction with TAD is counted as creditable sea service provided the member was entitled to sea pay/time at the start date of the leave. (for periods of TAD which do not go over 30 days)
- TAD to a qualifying sea pay vessel from a shore unit is creditable sea duty regardless of length of time aboard vessel.
- Time spent enroute from one vessel to another is not creditable.

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*Continued on next page*

APPENDIX C  
COMPUTATION OF SERVICE

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## Creditable Sea Duty, Continued

**Procedure  
Table #9  
Creditable Sea  
Duty**

Use the following steps to compute Creditable Sea Duty.

Step	Procedure
1	List the date that the member departed the vessel. This is the ending date. <b>If the ending date is the last day of the month and not the 30th, change it to the 30th.</b>
2	Minus the date the member reported to the vessel. This is the beginning date. <b>(Never Change)</b>
3	Plus one day (01) for inclusive date.
4	Minus deductible time for pay purposes.
5	Minus any period of TAD after 30 <b>calendar</b> days.
6	Plus prior sea time.
7	Convert the results into full years, months and days.

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*Continued on next page*

**APPENDIX C  
COMPUTATION OF SERVICE**

## Quick Reference Tables, Continued

**Procedure Table #10** Use the following steps in computing Temporary Additional Duty for use in computing creditable sea duty. TAD is computed on a **day for day** basis.

Temporary Additional Duty	Step	Procedure
	1	List the date following departure on TAD. <b>Example</b> - if date of departure TAD is 20 July, the date following departure is 97 07 21.
	2	Add the number of days Leave used en route to the TAD unit (if any). The result will be the adjusted TAD start date.  <b>Example</b> - 97 07 21 (date following departure day) +     4 (days leave taken enroute) 97 07 25 (adjusted TAD start date)
	3	Determine the last day of the month which the member departed. Don't change to the 30th. <b>Example</b> - if TAD beginning date is 25 July the last day of the month would be 31 July. (31 days in July)
	4	Subtract the TAD beginning date from the last day of the month member departed.  <b>Example</b> - 97 07 31 (last day of month) - 97 07 25 (TAD start date) 6 (number of days TAD in July)
	5	Add 1 day for inclusive date. <b>Example</b> - 31 July minus 25 July = 6 + 1 = 7 days TAD in July
	6	Add remaining days of TAD in the next month(s) up through the day prior to the return date. Member returns from TAD 30 August. <b>Example</b> - Since day prior to return date is 29 August, add 29 days to the 7 days from July for a total of 36 days.
	7	In this example the total is over 30 days therefore the members sea pay/time will stop at 2400 on 97 08 23 and be restarted at 0001 on 97 08 30. (6 days subtracted from members creditable sea service)

**Comments** Members are entitled to creditable sea service for periods of leave in conjunction with TAD if the member is drawing career sea pay/time upon commencement of that particular leave. Sea pay/time stops at 2400, the 30<sup>th</sup> day of TAD. If the member takes leave after sea pay/time has been stopped, there will be no credible sea service for that leave period. Once sea pay/time has stopped it will only resume upon reporting back to the vessel.

*Continued on next page*



**APPENDIX C  
COMPUTATION OF SERVICE**

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## **Creditable Sea Duty, Continued**

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**Date Conversion Chart**      When your final computation is not a real date, use the 30 Day Rule to convert to a true date (Except in some cases involving February). When a computation ends in double zeros, use the Date Conversion Chart.

<b>If Your Computation is:</b>	<b>Your Date Will Be</b>
96 01 00	95DEC31
960200	96JAN31
960228	96FEB28
950229	95FEB29*
960230	96MAR01
960231	96MAR01
960300	96MAR01
960400	96MAR31
960500	96APR30
960600	96MAY31
960700	96JUN30
960800	96JUL31
960900	96AUG31
961000	96SEP30
961100	96OCT31
961200	96NOV30
960000	96NOV30
960001	95DEC01

**Comment**      (\*) If a pay base date computation ends as 29 February, leave as 29 February regardless if the year is a leap year. The year 1996 in the chart above is hypothetical. You can use this chart in any year.

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